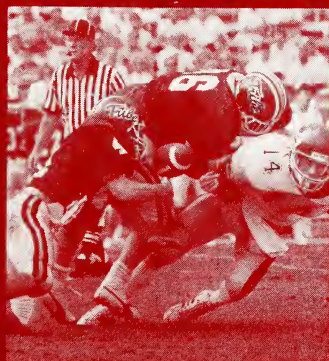


# WILLIAM & MARY



## *STUDENT HANDBOOK* 1989-90






# WILLIAM & MARY



## *STUDENT HANDBOOK* 1989-90

The College reserves the right to make changes in the regulations  
and procedures listed herein at any time.



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# COLLEGE CALENDAR 1989-1990

## 1989

### First Semester

August 26-30	Orientation for New Students (Saturday-Wednesday)
August 27	Orientation for New Graduate Students
August 29	Registration of Arts & Sciences Graduate Students (Tuesday)
August 30	Registration of Entering Freshmen and Other New Students (Wednesday)
August 31	Beginning of Classes: 8 a.m. (Thursday)
September 7	End of Drop Period (Thursday)
September 11	End of Add Period (Monday)
October 6-7	Parents Weekend
October 16-17	Fall Break (Monday-Tuesday)
November 4	Homecoming
November 3	Last Day to Withdraw from a Class (Friday)
November 22-27	Thanksgiving Holiday - 1 p.m. Wednesday - 8 a.m. Monday
December 8	End of Classes: 5 p.m. (Friday)
December 9-11	Reading Period (Saturday-Monday)
December 12-15	Examinations (Tuesday-Friday)
December 16-17	Reading Period (Saturday-Sunday)
December 18-21	Examinations (Monday-Thursday)

## 1990

### Second Semester

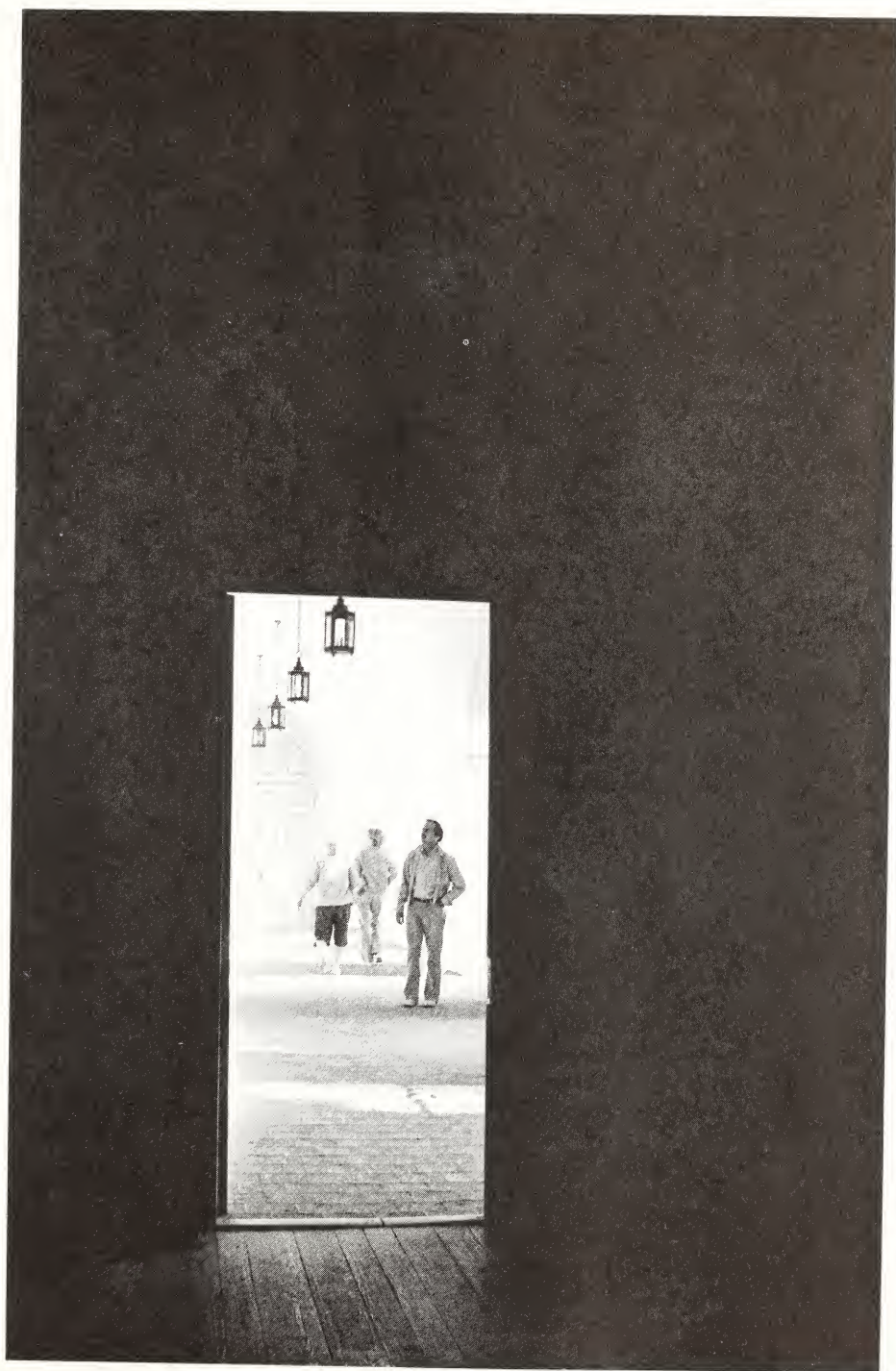
January 7-10	Orientation for New Students (Sunday-Wednesday)
January 9	Registration of Arts & Sciences Graduate Students (Tuesday)
January 10	Registration of New Students (Wednesday)
January 11	Beginning of Classes: 8 a.m. (Thursday)
January 18	End of Drop Period (Thursday)
January 22	End of Add Period (Monday)
February 3	Charter Day
March 2-12	Spring Vacation: 5 p.m. Friday - 8 a.m. Monday
March 21	Last Day to Withdraw from a Class (Wednesday)
April 23	End of Classes: 5 p.m. (Monday)
April 24-25	Reading Period (Tuesday-Wednesday)
April 26-27	Examinations (Thursday-Friday)
April 28-29	Reading Period (Saturday-Sunday)
April 30-May 4	Examinations (Monday-Friday)
May 5-6	Reading Period (Saturday-Sunday)
May 7	Examinations (Monday)
May 13	Commencement (Sunday)

## 1990

### Summer Sessions

June 4-July 6	Summer Session 1
July 9 - August 10	Summer Session 2





## THE WILLIAM AND MARY ALMA MATER

Hark the students' voices swelling,  
Strong and true and clear  
Alma Mater's love they're telling,  
Ringing far and near.

William and Mary loved of old  
Hark, upon the gale,  
Hear the thunder of our chorus  
Alma Mater hail!

Iron shod or golden sandaled  
Shall the years go by -  
Still our hearts shall weave about thee  
Love that cannot die.

God, our Father, hear our voices  
Listen to our cry  
Bless the college of our fathers  
Let her never die.

--James Southall Wilson '02





## HISTORY



In 1989 the College of William and Mary in Virginia celebrates the tercentenary anniversary of the accession of King William III and Queen Mary II to the English throne. From them, the College received its charter in 1693. It is the second oldest institution of higher learning in the United States, with the Sir Christopher Wren Building being the oldest academic building in continuous use in America. The College of William and Mary has played an important role in the history and development of the nation and the Commonwealth of Virginia.

The list of patriots who studied at William and Mary is long and distinguished. There were three American Presidents: Thomas Jefferson, James Monroe, and John Tyler; sixteen members of the Continental Congress; four signers of the Declaration of Independence; four justices of the Supreme Court of the United States, including John Marshall; and many other Senators, Congressmen, cabinet members and diplomats. Additionally, George Washington received his surveyor's license from the College and, after his Presidency, returned as Chancellor.

While Jefferson was Governor of Virginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. To the curriculum he added chairs of modern languages and constitutional law, and the College adopted the nation's first honor system. In 1776 William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity; and in 1781, by uniting the faculties of law, medicine, and the arts, the College became America's first true university.

William and Mary suspended operations during the Civil War and again in 1881 when its financial resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term. In 1906, the Commonwealth of Virginia purchased the College, making it part of the State system of higher education; and in 1918, the College became co-educational. After a period of steady growth, the College gave birth to four new colleges, three of which have become four-year institutions in urban areas of Virginia: Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of William and Mary, now Old Dominion University; Christopher Newport College; and Richard Bland College.

Today William and Mary, still a moderate-sized university, encompasses 22 departments in Arts and Sciences, the School of Business Administration, Education, Law, and Marine Science. There are concentrations in 25 areas and an interdisciplinary major for the bachelor's degree, 20 for the master's, and 7 for the doctorate.

The College is governed by a Board of Visitors, 17 members appointed by the Governor of Virginia to supervise the operation of William and Mary and of Richard Bland. The Board of Visitors is empowered to select a Rector of the College, a Vice-Rector, a President, a Chancellor, and Faculty as necessary. In 1986 the Board of Visitors selected former Chief Justice Warren E. Burger as the twentieth Chancellor of the College.





## ADMINISTRATIVE OFFICES

**President of the College.** Paul Verkuil, Brafferton 5, ext. 4213.

The President is the chief executive officer of the College. He administers the College through powers invested in his office by the Board of Visitors and through officers to whom he has delegated authority.

**Office of the Provost.** Melvyn Schiavelli, Provost, Brafferton 2, ext. 4217. Kathleen Slevin, Associate Provost for Academic Affairs, Wren 100, ext. 5586.

The Provost is the chief academic officer and the primary vice president of the College. He administers academic programs through authority delegated to his office by the President of the College. The Associate Provost for Academic Affairs administers the offices of Admission, Financial Aid, and the Registrar. She is responsible for Honor Council and judicial system appeals.

**Office of the Dean of the Faculty of Arts and Sciences.** David Lutzer, Dean, James Blair 112, ext. 4683. Robert Scholnick, Dean of Graduate Studies, James Blair 111, ext. 4682. Clyde A. Haulman, Dean of Undergraduate Studies, James Blair 112, ext. 4681.

As administrative head of the Faculty of Arts and Sciences at the College, the Dean is concerned with the educational and fiscal resources which impact upon teaching and learning within Arts and Sciences. He is responsible for curriculum development, budgets, faculty concerns, and the general educational welfare of the College. The Dean of the Faculty is assisted in his duties by the Dean of Undergraduate Studies and the Dean of Graduate Studies. Office hours are 8 a.m. - 5 p.m. Monday through Friday.

**Office of Freshman and Sophomore Academic Advising.** Randolph A. Coleman, Director, James Blair 111C, ext. 7043.

The Director administers and coordinates the Freshman and Sophomore Academic Advising program. The Office has responsibility for selecting and training academic advisors from the faculty, assigning advisors to students, and functioning as the central resource for academic advising at the College.

The Office maintains current curriculum information important to the first two years of study, including Area and Sequence guidelines for each discipline, proficiency requirements, a listing of outside course requirements for each major, a listing of concentration advisors, and a listing of advisors for specific professions.

Students may schedule appointments to discuss advising issues and problems at any time. Office hours are 8 a.m. - 5 p.m. Monday through Friday.

### **School of Business Administration.**

John Jamison, Dean, Tyler Hall 214, ext. 4001. Lawrence Ring, Associate Dean of Academic Affairs, Tyler Hall 208, ext. 4467. John Thrash, Jr., Academic Program Coordinator, Tyler Hall 210, ext. 4278.

The School of Business Administration administers the undergraduate business curriculum and the Master of Business Administration program.

**School of Education.** John Nagle, Dean, Jones Hall 212, ext. 4291; Virginia Laycock, Associate Dean and Director of Graduate Studies, Jones Hall 217, ext. 4232.

The School of Education administers the undergraduate curriculum leading to teacher certification and several postgraduate programs leading to the M.A. in Education, M.Ed., Advanced Certificate, and the Ed.D.

The Financial Aid office of the School of Education administers two financial aid programs specifically for undergraduate students in teacher education and a number of financial aid programs for graduate students. Those for undergraduates include the Fred L. Hill Mathematics Teaching Scholarship for

## August

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Monday

**14**

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Tuesday

**15**

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Wednesday

**16**

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Thursday

**17**

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Friday

**18**

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Saturday

**19**

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Sunday

**20**

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outstanding students who intend to become teachers of mathematics and the Virginia Teaching Scholarship and Loan program for outstanding Virginians who plan to teach mathematics or science in the public schools of the Commonwealth.

Placement and certification services of the School of Education are centralized through the Office of Educational Placement. Credential files are created for students upon their request, and assistance is offered in writing and maintaining resumes. Some other resources and services provided are application forms for Virginia and other state school systems; scheduling of interviews on campus with personnel representatives of public school systems, private schools, and academies; and listings of current openings in institutions of higher education and in both public and private educational systems throughout the nation. When a graduate's placement file is sent to prospective employers, no charge is made for the first three mailings; thereafter, a one-dollar service charge for copying each set of additional credentials will apply. Placement files are automatically maintained for five years; they are preserved indefinitely for graduates who keep their credentials current. Inactive files are sent to the College archives but may be reactivated upon request of a graduate.

**Admission Office.** Ewell Hall, ext. 4223.

The Admission Office processes and makes decisions upon approximately 9,000 undergraduate applications for admission to the College yearly. The Admission staff conducts personal interviews with applicants and offers group presentations and campus tours.

The Office is open 8 a.m. - 5 p.m. Monday through Friday and 9 a.m. - 12 noon on Saturdays September through May. Campus tours are conducted on weekdays and at 10 a.m. on Saturdays when the Admission Office is open.

**Office of the Registrar.** Registrar, James Blair 116, ext. 4245. Sharon Reed, Associate Registrar, James Blair 110, ext. 7060.

Primary functions of the Registrar's Office are registration and changes in registration, grade processing and recording, degree audit of undergraduates, and maintenance of various types of student data.

The following transactions are handled through the Main Office, James Blair 116: ID cards, declaration and changes of concentration, course withdrawals, address changes and other directory corrections (with the exception of residence hall addresses), requests for transcripts, declaration of pass/fail option, enrollment certifications, summer session registration, filing notice of candidacy for graduation, veterans certification, and immigration forms for foreign students on F-1 visas.

Records Evaluation, directed by Sharon Reed, aids in the maintenance of all student records. The Associate Registrar also prepares degree audits for undergraduates. Undergraduate students who wish to have their progress toward a degree evaluated or have questions about degree requirements may make an appointment with the Associate Registrar.

The staff of Records Maintenance, Room 118, processes drop-add requests and handles questions and problems about course registration.

Office hours are 8 a.m. - 5 p.m. Monday through Friday.

**Office of the Treasurer.** Kenneth Greene, Treasurer, James Blair 102, ext. 4305 or 4210.

The Office of the Treasurer is responsible for the collection and deposit of all College funds. Student accounts and student loans are functions of the office. Inquiries about refunds of tuition and fees should be addressed here.

**Office of Student Financial Aid.** Edward P. Irish, Director; Lisa L. Tumer, Associate Director, James Blair 201, ext. 4233 or 4301.

The Office of Student Financial Aid administers a comprehensive financial aid program incorporating federal, state and institutional funds. Students and their families may request information and counsel concerning grants, loans,



# August September

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Monday

**28**

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Registration of Arts & Sciences Graduate Students

Tuesday

**29**

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Wednesday

**30**

---

Classes Begin

Thursday

**31**

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Friday

**1**

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Saturday

**2**

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Sunday

**3**

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and student employment.

Office hours are 8 a.m. - 5 p.m. Monday through Friday.

**Campus Police Department.** Richard Cumbee, Chief, Campus Police Station (behind Campus Center), ext. 4596, 4597, or 4702. Emergency numbers are 333 (on campus) and 253-4333 (off campus).

Campus Police officers are fully sworn law enforcement officers under Virginia law. Their training, responsibilities, and duties are those of municipal police. Campus Police officers enforce College rules and Virginia law in a manner sensitive to the interests and needs of students and faculty. The Department is in charge of all police services, security services, and lost and found at William and Mary.

The Campus Police Station is open 24 hours a day.

**Parking Services.** Thea Stanton, Manager, 204 South Boundary Street, ext. 4764.

The Department of Parking Services was established to regulate motor vehicles on College property. It offers a wide range of services to students, faculty and staff, including emergency service to stranded motorists on College property (i.e., jumper cables, gas can, lug wrench, etc.). In addition, Parking officers have equipment to assist when keys are locked inside a vehicle.

The Parking Services Office is open from 8 a.m. - 4 p.m. Monday through Friday. Service hours are 8 a.m. - 8 p.m. Monday through Friday.

**Equal Opportunity and Affirmative Action Office.** Dale Robinson, Director, 225 Richmond Road, ext. 4651.

The Director of Affirmative Action assumes the role of leadership in the development, dissemination, implementation and monitoring of the College's programs. Guidance is provided to students, faculty, and staff on equal opportunity and/or affirmative action matters.

## STUDENT AFFAIRS

### Office of the Dean of Student Affairs

**Dean of Student Affairs.** W. Samuel Sadler, James Blair Hall 203B, ext. 4387.

The Dean of Student Affairs and his staff provide a broad range of services to the students of the College. The Office has primary responsibility and concern for general student counseling, student rights and responsibilities, organizations and activities, student government, the judicial system, the Campus Center, student residences, and student health and psychological needs. The staff members work closely with the members of the faculty and administration of the College to represent student concerns to them as well as to present academic and administrative policies to the students.

**Associate Dean of Student Affairs for Student Activities and Organizations.** Kenneth Smith, Campus Center 203B, ext. 4557. Robert C. Knowlton, Campus Center Director, 110B, ext. 4235. Julie B. Ambrose, Facilities Director, Campus Center 110, ext. 4133.

The Associate Dean provides counsel and services for student activities and all student organizations of the College. The Student Activities Office serves as a clearinghouse for volunteer programs, coordinated by the Associate Dean. He is responsible for maintaining the College's activities calendar, supervising the operation of the Campus Center to achieve the Center's objective of social education and service to the College community, and developing and administering special on-campus programs, workshops, and retreats. The Associate Dean also participates in the adjudication of discipline matters.

**Associate Dean of Student Affairs for Minority, Commuting and Disabled Students.** Carroll Hardy, James Blair 209, ext. 4247. Ruth Mulliken, Assistant Director for Disabled Student Services, Campus Center 153, ext. 5199.

## August

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Monday

**21**

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Tuesday

**22**

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Wednesday

**23**

---

Thursday

**24**

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Friday

**25**

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Freshman Residence Halls Open (8 a.m.)  
New Student Orientation Begins (through August 30)  
Exhibition at Muscarelle: *Contemporary Inuit Drawings* through  
October 29

Saturday

**26**

---

Upperclass Residence Halls Open (12 noon)  
New Graduate Student Orientation

Sunday

**27**

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The Associate Dean is responsible for programs aimed at assisting the academic growth and social well-being of minority, off-campus and disabled students. She serves as administrative liaison to the Black Student Organization and the off-campus students and administers the off-campus housing referral service.

**Office of Academic Support.** Director, James Blair 211, ext. 4581, 4546. Emily Harbold, Associate Director, James Blair 210, ext. 4361. Susie Mirick, Study Skills Director, James Blair 215, ext. 4633.

The Office of Academic Support monitors the academic progress and social standing of all undergraduate students. The staff provides academic counseling and referrals to other College resources, develops and directs fall and spring orientation activities, administers social regulations of the College, and provides counsel and assistance to its judicial organizations.

The Director of Study Skills provides individual counseling on skill-enrichment topics including time management, reading and note-taking techniques, test-taking strategies, and others. She also presents a series of college-wide workshops and coordinates residence-hall presentations and a peer tutoring service.

**Office of Career Services.** Stan Brown, Director; Bob Hunt, Associate Director; Natalie Mahoney, Assistant Director and Coordinator of Experiential Programs; Pam Garrette, Recruitment Coordinator. Morton Hall 140, ext. 4604.

The mission of the Office of Career Services is to provide students with skills and knowledge appropriate for making career decisions. Its services are intended to foster the development of individual identity, autonomy, initiative, and responsibility.

Assistance is provided through individual career counseling, career development seminars, and special programs and speakers. Students have access to a computer-based guidance and informa-

tion system, allowing them to gain assistance with a wide range of career concerns.

Career Services provides a central resource for internship information. Through the Shared Experience Internship Program, students may participate in local internships during their academic semesters. Application deadlines for each fall and spring are within three weeks of the first day of classes. The Office also facilitates the placement of students in regional and national internships such as the Carnegie Endowment for International Peace, Central Intelligence Agency Career Trainee Program, Criminal Justice Minority Trainee Program, Dow Jones Newspaper Fund Intern Program, Smithsonian Internships, and the U.S. Department of State Intern Program.

Another resource is the Alumni Career Advisory Service (ACAS), offering students the opportunity to talk with alumni and friends of the College who can provide advice concerning their particular careers. A weekly bulletin, *Futures*, is published to keep the College community abreast of career information, internship opportunities, career speakers on campus, and other announcements pertaining to the world of work.

The Career Library contains books, extensive files, directories, and audio and video tapes on a wide variety of career fields, as well as information on work abroad, internships and graduate and professional school opportunities. It houses a collection of graduate and professional school catalogs on microfiche.

Assistance is offered students and alumni in obtaining employment with businesses, not-for-profit organizations, and government agencies. Services also include career search seminars on such topics as resume writing, interviewing techniques and other aspects of job search strategies, credential file maintenance and transmittal, and on-campus interviewing.

The Office works closely with many organizations to arrange recruiting visits



**WATCH FOR in September:**  
Exhibition Reception for *Contemporary Inuit Drawings*, Muscarelle Museum of Art.

**September**

Labor Day	<b>Monday</b> <b>4</b>
	<b>Tuesday</b> <b>5</b>
	<b>Wednesday</b> <b>6</b>
End of Drop Period (5 p.m.)	<b>Thursday</b> <b>7</b>
	<b>Friday</b> <b>8</b>
	<b>Saturday</b> <b>9</b>
	<b>Sunday</b> <b>10</b>

on campus. Employer representatives come to the campus to discuss with students the qualifications necessary for success in their special fields, to explain employment opportunities, and to interview graduating students for available positions.

The Office of Career Services does not function as an employment agency; it does not guarantee placement or assume responsibility for locating jobs for students. Rather, its efforts are directed toward assisting students and alumni in all activities that go into job searching.

The Office of Career Services is open 8 a.m. - 7 p.m. Monday through Friday and 10 a.m. - 2 p.m. on Saturdays when students are on campus.

**Center for Psychological Services.** Jay L. Chambers, Ph.D., Director. 125 Richmond Road, ext. 4231.

The Center for Psychological Services offers professional assistance with personal problems, problems of social relationships, and the understanding of oneself and others. These services are offered through individual psychotherapy, group psychotherapy, and personality testing and assessment. With the exception of national test services, the services are free of charge to students. Center staff members include both male and female clinical and counseling psychologists. All are highly trained and widely experienced in dealing with the problems of college students. Staff members work with the clients on an individual, couple, family, or group basis, depending on the needs of the client.

The Center for Psychological Services is not only for people with "problems" or people who have difficulties adjusting to college life. All students, including the highly successful student, often find significant benefit in counseling as a means of increasing self-awareness, maximizing potentials, and making the college experience more productive and meaningful.

In addition, the Center serves as a regional testing center for certain nationally administered examinations, includ-

ing the GRE, LSAT, and MCAT. The Center also administers the Miller Analogies Test throughout the year. Application forms and additional information concerning these examinations may be obtained at the Center.

Appointments are made within a week after the initial request, depending on the urgency of the problem and the staff time available. Appointments may be made in person or by telephone. Clients may be administered psychological tests or referred to other sources when appropriate; however, testing is done only after a discussion of the problem. No information concerning an individual's contact with the Center will be released without the written permission of the client. At no time do the results of counseling or psychotherapy become a part of the student's permanent College record; and reports are never submitted to parents, College authorities, or potential employers unless requested in writing by the client.

Office hours are 8 a.m. - 12 noon and 1 p.m. - 5 p.m. Monday through Friday.

**Office of Recreational Sports.** Denny Byrne, Director; Deidre McLaughlin, Assistant Director; Joe Tighe, Assistant Director. Student Recreation Building, ext. 4498.

The Office of Recreational Sports oversees all intramural and recreational activities as well as recreational facilities on campus. Programs and facilities are provided for all William and Mary students. The intramural program alone offers over 30 activities, including racquetball, golf, basketball, softball, swimming, and aerobics. Also offered for use during open/informal recreation are four facilities and many outdoor areas for year-round utilization. Facility and activity schedules are available in any recreation facility, the campus newspaper, various kiosks and information desks throughout campus, or by calling 253-4498. Daily facility information may be obtained by calling the Rec Sports Hotline, 253-5125.

WATCH FOR in September:  
Fall Deadline for the Shared Experience  
Internship Program.

September

End of Add Period (5 p.m.)  
Last Day to Exercise Pass/Fail Option

Monday

11

Tuesday

12

Wednesday

13

Thursday

14

Friday

15

Saturday

16

Sunday

17

**Office of Residence Life.** Fred Fotis, Director; Debbie Boykin, Associate Director (Housing Services); Rita Hepp, Associate Director (Staff); Jerri Harris, Assistant Director (Administration). James Blair 205, 206, ext. 4314, 4319, and 4150.

The Office of Residence Life has overall responsibility for management of student residents and the various residence halls. It has budgetary responsibility for each of the halls, as well as their condition and upkeep. The central office staff of Residence Life includes the Director, two Associate Directors, an Assistant Director, and eight Area Directors. Questions concerning residence life should be directed to this office, which is open 8 a.m. - 5 p.m. Monday through Friday.

The Director of Residence Life is responsible for the direction, coordination, and management of all aspects of the residence-life program, including long-term facilities and financial planning pertaining to the residence hall community.

The Associate Director (Housing Services) provides direction to Housekeeping and Buildings and Grounds personnel. She is responsible for residence-hall furnishings and equipment, administers the Room Damage Deposit fund, and coordinates appeals and rebate requests.

Supervision of the professional staff of Area Directors is the responsibility of a second Associate Director (Staff). She coordinates the selection and training of the student staff and works with all staff members to implement programs, referrals, and other social and educational activities.

The Assistant Director has responsibility for the room assignment process. She administers vending contracts, directs the summer-school program, updates housing publications, facilitates family housing assignments, and serves as a telecommunications liaison to Auxiliary Services.

**Student Health Service.** Juliette Karow, M.D., Director. Student Health Center, ext. 4386, 4701.

The Student Health Center provides a variety of services, most of which are covered by the Student Health Fee included in the Tuition and General Fee. All matters between a student and the Health Center staff are completely confidential. Comprehensive, quality medical care—including a laboratory and a pharmacy—is available at the Health Center, which is intended to replace the family physician and care for minor emergencies while the student is away from home.

Medical services are provided for all full-time students and for those graduate students certified by the Dean of their school to be doing the “equivalent of full-time work.” The latter must have (1) paid the Student Health Fee for the current semester and (2) filed with the Student Health Service a completed physical history form.

It should be noted that if the student chooses either a local emergency room or a local physician, any charges incurred become the student’s financial responsibility. Likewise, if a Health Center physician deems it medically necessary to refer a student to a specialist, this also becomes the student’s financial responsibility.

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should immediately contact the Dean of Student Affairs, ext. 4387, or the Student Health Center, ext. 4386.

The Student Health Center provides no written medical excuses. Each student is responsible for notifying instructors of absences, and faculty members may call the Health Center to verify the fact that a student has been seen at the Center.

A brochure describing services offered is available in the lobby of the Student Health Center. Located on Gooch Drive south of Cary Field, the Health Center is open 24 hours daily during regular sessions; physicians’ hours are 9 a.m. - 5 p.m. Monday through Friday. At all

**WATCH FOR in September:**  
Deadline for Application to Docent Training  
Program, Muscarelle Museum of Art.

**September**

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**Monday**

**18**

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**Tuesday**

**19**

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**Wednesday**

**20**

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**Thursday**

**21**

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**Friday**

**22**

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**Saturday**

**23**

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**Sunday**

**24**

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other times the Center is staffed by Registered Professional Nurses with a physician on call.

**Health Education.** Cynthia Burwell, Health Educator, Student Health Center, ext. 4386.

Advancing the role of the Student Health Service as a primary resource for health information is the goal of Health Education. Directed by the Health Educator, a comprehensive program for students addresses such concerns as alcohol and substance abuse, sexuality, AIDS, contraception, eating disorders, fitness, nutrition, and stress management. Health Education provides individual health-related counseling, sponsors outreach programs, and makes referrals to community resources.

The Health Education office is located in the Student Health Center. Hours are 8 a.m. - 5 p.m. Monday through Friday and varied evening hours.

## ACADEMIC POLICIES AND REGULATIONS

Through the Office of Academic Support, the Committee on Academic Status (CAS) monitors the academic progress of all undergraduate students (see "Continuance in College," *Undergraduate Catalog*). The Committee on Degrees and the Office of the Registrar also carry out academic policies and procedures of the College.

The following information is partial, intended only to highlight some important facets of academic policies. For the official publication of academic regulations, students should consult "Requirements for Degrees" and "Academic Regulations" in the *Undergraduate Catalog*.

*Absence from final examinations:* Petitions for absence from a final examination for reasons of illness or other grounds must be filed in the Office of Academic Support. Requests for *rescheduled* examinations must be filed by 5:00 p.m. on the last day of classes. If approved, *deferred* final examinations, re-

quested before or during Reading Period, will be scheduled for the beginning of the following regular semester.

Permission for rescheduled or deferred final examinations is not automatic; students should not make any plans until written permission is obtained. Individual faculty members may not grant permission to reschedule or defer a final examination.

*Area and sequence requirements:* See *Undergraduate Catalog* current for the semester of initial enrollment at the College.

*Class attendance:* Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Without specific permission from the instructor, students may not attend classes for which they are not officially registered.

*Consecutive/conflicting final examinations:* Students who have three scheduled final examinations in three consecutive examination periods on consecutive days may request changes through the Office of the Dean of the Faculty of Arts and Sciences. This office should also be contacted when scheduled examinations conflict. For a course in which there are two sections taught by the same instructor, students may request the preferred examination period through the Dean's office.

*Continuance requirements:* Continuance requirements are minimal standards (earned academic credits and quality points or grade point average) required for continuing at William and Mary. The specific continuance requirements applicable for each student are those stated in the *Catalog* under which the student entered the College unless more than six calendar years have elapsed.

*Dean's List:* Eligibility is limited to full-time, degree-seeking undergraduate students completing for the semester a minimum of 12 graded (A through F)

WATCH FOR in October:  
“Music at the Muscarelle” Concert Series.

September  
October

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Monday

25

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Tuesday

26

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Marshall Scholarship Deadline

Wednesday

27

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Thursday

28

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Friday

29

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Rosh Hashanah

Saturday

30

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Sunday

1

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academic hours. Students selected will comprise the top 15% of those eligible, as determined by grade point average. Upon resolution of grades of *I* and *G*, students who do not meet the established grade point average for the relevant semester will be added to the Dean's List.

*Declaration of concentration:* When a student has earned 38 academic credits, a concentration should be declared; it must be declared by the second semester of the junior year. Students selecting a concentration in Interdisciplinary Studies or International Studies must declare no later than the pre-registration period for the senior year. Forms for declaration of concentration are available in the Office of the Registrar. The chairperson of each department, listed as the student's advisor when a concentration is chosen, will review departmental requirements with the student.

Most departments require completion of 27 to 33 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. No student shall be permitted to apply toward a degree more than 48 semester hours in a subject field. The *Catalog* contains further information.

*Degree requirement exceptions:* Students requesting exemption from or adjustment to any of the requirements for a degree must petition the Committee on Degrees through the Office of the Dean of the Faculty of Arts and Sciences. Students fully admitted to the School of Business Administration should contact the Office of the Dean of the School.

*Domiciliary status:* To be eligible for the lower tuition rate available to in-state students, a student must meet the statutory test for domicile set forth in Section 23-7.4 of the Code of Virginia. Domicile is a technical legal concept, and a student's status is determined objectively through the impartial application of established criteria. In general, to establish domicile, students must be able to verify (1) that

for at least one year immediately preceding the first official day of classes, their permanent home was in Virginia and (2) that they intend to stay in Virginia indefinitely after graduation. Residence in Virginia primarily to attend college does not establish eligibility for the in-state tuition rate.

Upon admission to the College, students may submit an application for domiciliary status to be evaluated through the Office of the Registrar. Students re-enrolling in the College after an absence of one or more semesters must re-apply for domiciliary status and are subject to the same criteria as entering students. A matriculating student whose domicile has changed may request reclassification from out-of-state to in-state; however, reclassification must be applied for before the beginning of the academic semester.

Any student may ask for a written review of an adverse decision, but a change in classification will be made only when justified by clear and convincing evidence. All inquiries about eligibility for domiciliary status should be addressed to the Office of the Registrar.

*Drop-Add:* A period of course adjustments, during which courses dropped will not appear on the student's record, occurs during the first eight days of classes. The deadline for dropping precedes the deadline for adding by two days so that students may enroll for courses desired. Students may drop and/or add courses according to procedures and deadlines announced by the Office of the Registrar. (See also "Withdrawal from courses," p. 28).

*Grade review:* For students in Arts and Sciences, instructions for the review of a final course grade within Arts and Sciences may be obtained from the Office of the Dean of the Faculty of Arts and Sciences. A student wishing to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved, the student should then discuss it with the department head.

**WATCH FOR in October:**  
Government and Not-for-Profit Career Day.—

October	
	Monday 2
Rhodes Scholarship Deadline	Tuesday 3
	Wednesday 4
Government and Not-for-Profit Career Day	Thursday 5
Parents Weekend	Friday 6
Burgesses Day Football at Home - Delaware	Saturday 7
	Sunday 8



A grade review must be initiated before the end of the fourth week of the next regular (fall or spring) semester.

Students in Business Administration and Education should consult the appropriate Dean of the school for information regarding the grade review procedure.

*Grading system:* Grades issued at the College are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Also assigned are G, I, P, and W, explained in the *Catalog*. O represents no credit earned for an audited course. R indicates that Writing 101 is to be repeated.

*Medical underload:* With the written recommendation of a physician or psychologist, students unable to undertake a full academic schedule may request a medical underload. Petitions for such underloads must be submitted to the Committee on Academic Status through the Office of Academic Support. If granted, medical underloads processed during a semester normally do not result in any refund of tuition or fees; inquiries regarding refunds should be directed to the Treasurer's Office.

*Normal load:* A full-time student must register for a minimum of 12 academic hours and may register for a maximum of 18 academic hours. Academic credit is not awarded for PE 100 (Wellness) or other physical education activity courses; thus physical education activity courses are not counted toward the 12-hour minimum. Permission to take fewer than 12 hours or more than 18 hours must be requested from the Committee on Academic Status through the Office of Academic Support.

*Overload:* Requests to enroll for more than 18 hours must be submitted to the Committee on Academic Status through the Office of Academic Support. Students carrying an unauthorized overload are subject to disenrollment after the drop-add period. Permission for an

academic overload is rarely granted to students whose cumulative or regular preceding semester's grade point average is less than 3.0.

*Pass/fail option:* Students may exercise the pass/fail option only during the drop-add period. Forms are available in the Registrar's Office. (See "Student's Program," *Undergraduate Catalog*, for further information.)

*Proficiency requirements:* See *Undergraduate Catalog*.

*Refunds:* Some actions approved by the College may result in refunds of tuition and fees. All questions regarding eligibility for such refunds should be directed to the Treasurer's Office.

*Registration:* All classified undergraduate students who are currently enrolled and plan to return for the following semester are allowed to pre-register for the next regular (spring or fall) semester. All registration is done through the Registrar's Office. Students are encouraged to consult with academic advisors before completing registration.

*Reporting of grades:* In accordance with the provisions of the "Statement of Rights and Responsibilities," grades will not be sent to parents without a written request. To make such a request, students should contact the Office of Academic Support.

*Required withdrawal from College:* Students failing to meet probationary standards or continuance requirements (see *Catalog* of year of entry) may be required to withdraw from the College. Those required to withdraw for academic deficiencies are not automatically eligible for readmission. The Office of Academic Support will not process an application for readmission from a student who has been required to withdraw unless the student has been reinstated to good standing by the Committee on Academic Status (CAS).

## October

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Columbus Day - Observed  
Yom Kippur

**Monday**

**9**

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Fulbright Scholarship Deadline

**Tuesday**

**10**

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**Wednesday**

**11**

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**Thursday**

**12**

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**Friday**

**13**

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Football at Home - Lafayette

**Saturday**

**14**

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**Sunday**

**15**

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Students required to withdraw in May, or after either Summer Session, are eligible to apply to the CAS no earlier than the following November for reinstatement and for readmission in January. Students required to withdraw in January are eligible to apply no earlier than the following April for reinstatement and for readmission the following fall semester. Letters of appeal and reinstatement should be submitted to the CAS through the Office of Academic Support. Forms for readmission should also be submitted to the Office of Academic Support.

Ordinarily, the CAS will not grant a request for reinstatement to any student who has been required to withdraw for academic deficiencies more than once. Students not in good standing at the College are not permitted to (1) transfer to William and Mary any credits earned at other institutions or (2) receive credit by examination for work undertaken. Inquiries regarding these policies should be addressed to the Office of Academic Support.

*Summer school:* Summer school consists of two five-week sessions. Students are limited to seven hours per session. Requests for underloads and overloads must be approved by the Committee on Academic Status. Summer Session catalogs, published in March of each year, are available in several campus locations. For further information, the Registrar's Office should be contacted.

*Summer school at other institutions:* William and Mary students who wish to receive credit for courses taken at other institutions (other than those colleges with which William and Mary participates in exchange or special education programs) must request approval from the Dean of Undergraduate Studies prior to enrolling elsewhere. In addition, only elective courses or those courses not necessary for completion of degree requirements are eligible for transfer consideration. It is advisable to check with an individual William and Mary depart-

ment as well as with the Office of the Dean to determine which credits may be transferred.

*Transcripts:* The Registrar's Office is responsible for forwarding transcripts requested by students. Requests will be processed as quickly as possible, and students will be notified when transcripts are sent. There is no charge for this service.

*Transfer credit:* The Dean of Undergraduate Studies (or other appropriate academic dean) works closely with transfer students in determining which courses taken at other institutions are acceptable for transfer to William and Mary. Any student dissatisfied with the decision of the Dean may appeal to the Committee on Degrees. No final evaluation of transfer credits is made prior to a student's enrollment at the College. (See "Transfer of Credit from Other Institutions," *Undergraduate Catalog*.)

*Underload:* Enrollment for fewer than 12 academic credit hours constitutes an underload, which may be maintained only if approved by the Committee on Academic Status. Students carrying an unauthorized underload are subject to disenrollment after the drop-add period.

*Will not return:* Students who plan to leave William and Mary after the end of a semester must file a "Will Not Return" form with the Office of Academic Support. Such action results in cancellation of pre-registration and housing for the following semester.

*Withdrawal from College:* To withdraw from College during the academic session, a student must inform the Office of Academic Support. Failure to notify the College will result in the notation "Withdrawn Unofficially" on the student's record. Withdrawal from College results in cancellation of pre-registration and housing for the following semester. Criteria for refunds are established by the Office of the Treasurer, and all ques-

## October

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Fall Break

Monday

**16**

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Fall Break

Tuesday

**17**

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Wednesday

**18**

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Thursday

**19**

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Friday

**20**

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Saturday

**21**

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Sunday

**22**

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tions regarding refunds should be addressed to that office.

*Withdrawal from courses:* After the drop-add adjustment period, students may withdraw from a course only through the ninth week of classes. The deadline may be verified through the Registrar's Office. A W will be assigned for

such a withdrawal; no other withdrawals are permitted *without the approval of the Committee on Academic Status*. Forms are available in the Office of Academic Support. Students who withdraw from one or more courses must maintain a course load of at least 12 academic hours and must follow procedures established by the Office of the Registrar.



## **SOCIAL REGULATIONS AND POLICIES**

### **Bicycles**

All bicycles must be registered with either the City of Williamsburg or Campus Police. For city bike registration, students must take their bikes to the Municipal Building.

Bicycle theft, especially of 10-speed bikes, unfortunately occurs on campus

and in the city. Bikes should always be locked, preferably to a post, tree, or railing. Because of fire regulations, bikes cannot be kept in the hallways or stairwells, but they may be left in rooms when school is not in session (such as during the Christmas break). Bikes may not be left in the rooms over the summer. If left in rooms, hallways, or on the grounds over the summer break, bicycles will be picked up and subject to auction in September.

## October

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Monday

**23**

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Tuesday

**24**

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Study Abroad Fair

Wednesday

**25**

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Wightman Cup (through October 28)

Thursday

**26**

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Friday

**27**

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Football - Lehigh

Saturday

**28**

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Sunday

**29**

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## Booking Bands

Information on the procedure for booking bands may be obtained from the SA (ext. 4350) or from the Office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

## Contracts

Any student organization, especially those that receive any portion of their funding from BSA allocated monies, may not sign contracts on behalf of the organization. All contracts should be submitted to the Associate Dean of Student Affairs for Activities and Organizations for review and signature. The College of William and Mary will not assume any liability resulting from a contract signed by an unauthorized person. If there are any questions, they must be asked before signing.

## Distribution of Literature on Campus

The distribution of any literature on campus must be conducted only by an officially recognized College organization. Any non-College organization or individual wishing to distribute literature on campus must be approved by the Associate Dean of Student Affairs for Activities and Organizations. In addition, some non-College distributors must be sponsored by an officially recognized College organization.

(See also "Statement of Rights and Responsibilities," III. E.)

## Motor Vehicles

Out-of-town students must have Virginia plates if they either live off campus or work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) An out-of-state student not employed in Virginia may drive on a home state's license for a period of six months; if either a full or part-time job is held, an out-of-state license will be valid for a period of only 60 days. A state car tag (\$15) and a Vir-

ginia Driver's License (\$9) may be obtained at the Division of Motor Vehicles, 952 Capitol Landing Road. Further information may be obtained by calling 253-4811.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, may be obtained at the Office of the Commissioner of Revenue, located in the Courthouse at 321-45 West Court Street, 220-6150. City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

## Recognition of New Organizations

In order to use campus facilities, an organization or group must be officially recognized by the College. To obtain this status, students representing new organizations should see the Associate Dean of Student Affairs for Activities and Organizations, who will provide instructions to be followed from that point. (For general requirements, see "Statement of Rights and Responsibilities," I.C.)

## Registering Parties

Any party at which alcoholic beverages will be served must be registered with and approved by the Associate Dean of Student Affairs for Activities and Organizations.

## Solicitation and Fund-Raising

Organizations and individuals wishing to sponsor a fund-raising project anywhere on campus must see the Associate Dean of Student Affairs for Activities and Organizations prior to the event. The Associate Dean is empowered to grant or deny approval of such events. If approval is granted, the procedure for obtaining use of campus facilities is the same as that outlined in the section entitled "Scheduling Rooms."

**WATCH FOR in November:**  
Graduate and Professional School Day.

## October November

	<b>Monday</b> <b>30</b>
Halloween	<b>Tuesday</b> <b>31</b>
Deadline for Notice of Candidacy for May 1990 Graduation	<b>Wednesday</b> <b>1</b>
Last Day for Course Withdrawal Board of Visitors Meeting	<b>Thursday</b> <b>2</b>
Board of Visitors Meeting	<b>Friday</b> <b>3</b>
Homecoming    Football at Home - East Tennessee Exhibition at Muscarelle: <i>Robert Cottingham: A Print Retrospective, 1972-1986</i> through January 7	<b>Saturday</b> <b>4</b>
	<b>Sunday</b> <b>5</b>



Individuals or organizations wishing to solicit for charities, sell magazines, or engage in any activity which might loosely be termed solicitation must have their request approved by the Associate Dean of Student Affairs for Activities and Organizations.

### **Student Activities Fee**

Full-time students at the College pay both tuition and general fees. A portion of the general fee is controlled and appropriated to campus organizations by the Board of Student Affairs' Finance Committee. Activity fees subsidize the student government associations, student publications, community service programs, intramurals and cultural activities at the College.

### **Vehicle Rental**

College vehicles may be used for official College business, academically related or departmentally sponsored programs only. Travel with a College bus is limited to a 200-mile radius of the City of Williamsburg. In addition to the cost of the driver on a per-hour basis, there is a per-mile charge for a rental. Organizations or groups wishing to rent a vehicle must first secure the approval of the Associate Dean of Student Affairs for Activities and Organizations. Due to the shortage of vehicles, requests should be submitted as far in advance as possible.

## **SERVICES**

### **Buses**

The William and Mary campus bus system provides transportation for William and Mary students to all areas of the campus. There are several routes, each with its own schedule. Bus schedules are available at the beginning of the fall term at many campus locations. The buses

run approximately every half hour from 7 a.m. to midnight, Sunday to Thursday, and 7 a.m. to 2 a.m., Friday and Saturday.

### **Dining Services**

Dining services are provided by Marriott Corporation at two locations: the Commons, next to William and Mary Hall, and The Market Place, in the Campus Center. Cash customers and students on the board plan may use either facility.

Board plans for 19, 15, 10, or 6 meals per week are available for fall and spring semester. For more information, students may call (804) 253-7088. The latest food-service information is available through Dial-A-Menu, 220-FOOD.

### *Catering*

Catering offers quality food and service for on-campus and off-campus functions. The Catering manager may be contacted at 229-0521 for assistance in planning special occasions, including buffets, served meals, receptions, picnics, birthday parties and coffee breaks.

"Surprise Someone" is a gift service which provides fresh bakery products from the campus bakery. A special order — customized birthday cake, cookies, wild pizza, or ten-foot submarine sandwiches — makes the perfect gift for a hungry friend. Order blanks are available from any of the food-service offices.

### *Employment in Food Service*

Through the Marriot Personnel Office, 404 Jamestown Road, student positions are available at the Market Place, Commons, and Catering Department. Shifts can be scheduled to match students' free time, from six to twenty hours per week. Student financial need is *not* a requirement for employment.

Student employees may join "Order of White Jackets," a campus fraternal organization which awards scholarships to students employed in food service.

**WATCH FOR in November:**  
Exhibition Reception for *Robert Cottingham:*  
*A Print Retrospective, 1972-1986*, Muscarelle  
Museum of Art.

## November

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**Monday**

**6**

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Election Day

**Tuesday**

**7**

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**Wednesday**

**8**

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**Thursday**

**9**

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**Friday**

**10**

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Veterans Day  
Football at Home - James Madison

**Saturday**

**11**

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**Sunday**

**12**

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## Disabled Student Services

The Disabled Student Services Office provides assistance to students with disabilities in order to ensure equal access to the College's programs and activities and to ensure that they enjoy the same rights and responsibilities as all other students. Services and equipment provided will depend upon each student's specific needs.

Whether enrolled full-time or part-time, any student with a documented disability is eligible for services. The decision to use Disabled Student Services is voluntary, a matter of individual choice. However, it is each student's responsibility to inform the Disabled Student Services Office (James Blair 209, 253-4247) upon notification of admission to the College.

## Escort Service

Escort Service, operated by Alpha Phi Omega, provides an escort home for students studying alone at night. Located in Landrum Basement, the service is available from Sunday through Thursday, 7 p.m. to 12:30 a.m. For assistance, students are encouraged to call extension 4423 at any time.

## Identification Cards

College ID's are absolutely essential for almost every activity and service at the College and especially for any financial transactions. An identification card is prepared for each entering student through the Registrar's Office. Any lost ID must be reported immediately to the Registrar's Office; a replacement will be ordered.

Identification cards are nontransferrable: a student cannot lend an ID to anyone else. An ID used by any student other than its owner will be taken away from that person, and an appropriate penalty will be levied against the owner and/or the person who has possession of the ID card. Upon withdrawal from the College, an undergraduate student must

turn in the ID to the Office of Academic Support.

## Insurance

Students are strongly urged to carry insurance on personal belongings. They are not covered by the College's insurance. Parents may be able to attach a rider to their homeowner's policy, or a special policy for individuals living in residence halls or renting apartments may be obtained.

Carrying health and accident insurance is also advisable. The College of William and Mary sponsors a Student Health Insurance Plan that supplements coverage of costs incurred outside of the Student Health Center. The details of this plan are described in a separate brochure which is available at the Student Health Center. It is strongly recommended that every student, married or single, be covered either by a family policy for expenses beyond those of the Student Health Center or by the College-sponsored policy available at a nominal fee.

## International Students

William and Mary includes among its student body a number of students from other nations. Special orientation programs for international students are sponsored by several departments and individuals. In addition, the International Student Advisor provides counsel to international students. An informational brochure, "Handbook for International Students," is available from the Reves Center for International Studies.

## Loan Funds

Emergency loans are available to students through the Office of Student Financial Aid, James Blair Hall, Room 208. The Emergency Loan Program allows students to borrow up to \$50 for a period of 30 days without interest.

This temporary loan is available once a semester to students who, because of

**WATCH FOR in November:**  
“Films on Art” Series, Muscarelle Museum of Art.

<b>November</b>	
	<b>Monday</b>
	<b>13</b>
	<b>Tuesday</b>
	<b>14</b>
	<b>Wednesday</b>
	<b>15</b>
	<b>Thursday</b>
	<b>16</b>
	<b>Friday</b>
	<b>17</b>
Footballl at Home - Richmond	<b>Saturday</b>
	<b>18</b>
	<b>Sunday</b>
	<b>19</b>



extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely a loan of convenience. Exceptions to these guidelines may be approved by the Director or Assistant Director of Student Financial Aid.

### Mail Service

The College Post Office is located in the basement of Old Dominion Hall. Each student living in the residence halls is assigned an individual box to use as long as he/she resides in College housing. There is no general delivery service, and there is no charge to on-campus students for mail service. To ensure proper delivery, mail should be addressed in the following manner:

Student Name  
College Station Box XXXX  
Williamsburg, VA 23186

Campus post-office boxes and keys are issued by the College Post Office. Off-campus students must have their mail addressed either to their off-campus address or to a post-office box at the Williamsburg Post Office.

The College Post Office does not sell stamps or handle outgoing mail for students. In addition, many types of mail (i.e., C.O.D., certified mail, etc.) are not handled by the campus station. All of these services are available at the Williamsburg Post Office. The Campus Post Office will inform residents of packages or letters which must be picked up at the Williamsburg Post Office.

### Notary Services

Free notary services are available in the Office of the Dean of Student Affairs, James Blair 203B, extension 4495 or 4387, and in the Office of the Dean of the School of Business, Tyler 215, extension 4549.

### Off-Campus Housing

The off-campus student housing office is in James Blair Hall, Room 209, ext. 4164. A file of apartment listings and rooms available in the Williamsburg community is maintained. This referral service is designed to assist students searching for off-campus housing.

The College also maintains an off-campus student house at 216 Jamestown Road. This fully equipped residence provides a haven for off-campus students.

**Parking Services.** Thea Stanton, Manager, 204 South Boundary Street, ext. 4764.

The Department of Parking Services was established to regulate motor vehicles on College property. It offers a wide range of services to students, faculty and staff. The Parking Services Motor Assistance Program provides emergency service to stranded motorists on College property (i.e., jumper cables, gas can, lug wrench, etc.). In addition, parking officers have equipment to assist when keys are locked inside a vehicle.

The Parking Services Office is open from 8 a.m. - 4 p.m. Monday through Friday. Service hours are 8 a.m. - 8 p.m. Monday through Friday.

### Pianos

Pianos for student use are located in many residence halls. There are also pianos in the Music Department, with first priority for use given to students enrolled for piano lessons at the College. Some local churches will allow students to use their pianos and organs for practice.

### Printing and Copying Materials

The College Print Shop, located in the basement of Trinkle Hall, provides a variety of print services to the College. Students and student organizations requiring print services must secure a form

## November

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Monday

20

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Tuesday

21

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Thanksgiving Holiday Begins (1 p.m.)

Wednesday

22

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Thanksgiving Day

Thursday

23

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Thanksgiving Holiday

Friday

24

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Saturday

25

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Sunday

26

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from the Print Shop, to be signed by the Associate Dean of Student Affairs for Activities and Organizations. All services must be paid for in advance. Copy machines are located in the Bookstore, Law Library and Swem Library. In addition, the Duplicating Services office, located on the ground floor of Swem Library, provides high-quality copying services to the College community.

## Scheduling Rooms

Any officially recognized campus organization may use College facilities for meetings, organizational events, and social functions. In order to obtain the use of any facility, an organizational representative must contact the Office of the Associate Dean of Student Affairs for Activities and Organizations. Newly formed campus organizations may also use campus facilities for the purpose of an organizational meeting; such a request should be made to the Associate Dean. Non-College organizations wishing to use campus facilities for any purpose must submit a written request to the Associate Dean.

Normally, the use of College rooms is without charge, except in those cases when specific technical services (i.e. wiring or sound, lighting, etc.) are required and must be provided by the Maintenance Department. The Associate Dean will assist with determining what services may be necessary for particular purposes. The Campus Center rents the Campus Center Theatre, the Ballroom, and Trinkle Hall to College organizations sponsoring dances. Any organization interested in using William and Mary Hall should contact the Associate Dean for details. Once the rooms have been scheduled at the scheduling office, students must report to the main office to make arrangements for set-up and security.

**Student Legal Services.** Campus Center 155, ext. 4863.

Student Legal Services offers legal as-

sistance to William and Mary students, faculty, and staff. Services are provided free of charge by law-student volunteers. Interns will advise and counsel students concerning legal matters within the community (landlord-tenant, contracts, insurance, etc.) as well as answer any questions about the law or the legal profession. Student Legal Services also provides general information concerning student rights and legal matters relevant to student groups and organizations.

The Student Rights branch of Student Legal Services specializes in problems between students and the College. These include disciplinary hearings, Honor Code violations, and grade appeals.

Student Legal Services may not become involved in criminal actions; however, students in need of such representation may be referred to local attorneys.

## Tickets and Box Offices

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend all on-campus athletic events sponsored by the College at no additional cost. A College ID serves as each student's admission ticket.

Season football tickets and tickets to the game of the week may be purchased at the box office in Cary Stadium. Special discount "date" tickets may also be purchased at the box office during the week prior to the game but are not sold on the day of the game.

The box office in William and Mary Hall sells tickets to all events held in the Hall, including basketball games. The box office is open from 9 a.m.-5 p.m., Monday through Friday, and may be reached at extension 4492.

The box office in Phi Beta Kappa Hall handles tickets to William and Mary Theatre performances, beginning two weeks prior to each opening performance. Information on theatre performances is available at extension 4272 or 4469.

**November  
December**

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Thanksgiving Holiday Ends (8 a.m.)

**Monday**

**27**

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**Tuesday**

**28**

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**Wednesday**

**29**

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**Thursday**

**30**

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**Friday**

**1**

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Green and Gold Christmas  
William and Mary Forum

**Saturday**

**2**

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**Sunday**

**3**

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## FACILITIES

**Campus Center.** Robert C. Knowlton, Director, 110B, ext. 4235.

The Campus Center, located on Jamestown Road across from the Wren Building, serves as a meeting place for students, faculty and staff, offering a variety of both educational and recreational programs and services.

Newspapers, magazines, cigarettes, candy and tickets to many College functions (excluding athletic events and theatre productions) are sold at the Candy Desk. Checks (maximum \$25) may be cashed at the desk with a valid College ID.

Two lounge areas are located across from the Candy Desk and in the Atrium near Trinkle Hall. A television room, located next to the front lounge, features a color television with cable programming, including MTV and ESPN.

The Market Place offers dining in the Campus Center. It is a cash operation with a cash-equivalency option for meal-plan users, featuring pizza, grilled sandwiches, fried chicken, a full deli, a fruit and salad bar and more. A late-night pizza operation is available at the Market Place and for on-campus delivery.

Meeting space is available to recognized College organizations: six meeting rooms, one lounge room, a small theater, a ballroom, and the multi-purpose Trinkle Hall. The Campus Center Ballroom, Theater, and Trinkle Hall are suited for activities such as dances, movies, speakers and various other social activities (See Services, "Scheduling Rooms").

Various student organizations are located in the Campus Center, including the *Flat Hat*, the *Colonial Echo*, the *William and Mary Review*, WCWM, the Student Association, and others.

**College Bookstore.** John Freeman, Director; Bruce Locke, Associate Director, 106 Jamestown Road, 229-7822.

The College Bookstore sells all texts and school supplies which students are

required to purchase for their courses of study. Also, the stock includes a selection of some 6,000 books with titles of general interest, consisting primarily of less expensive paperback editions. Students are encouraged to browse, and a special order service is offered to those who wish to acquire books for their personal libraries.

In addition to books, the store carries a broad selection of student-oriented merchandise such as clothing with the College seal, records, calculators, and William and Mary imprinted gift items. Further, the Bookstore carries a large selection of official College ring samples and makes available graduation invitations.

At the close of each semester, a buyer at the College Bookstore will purchase used textbooks from students for a portion of their original price.

The bookstore is open 8 a.m.-4:45 p.m. Monday through Friday and 9 a.m.-4:15 p.m. Saturdays.





**December**

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**Monday**

**4**

---

**Tuesday**

**5**

---

**Wednesday**

**6**

---

**Thursday**

**7**

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End of Classes  
Last Day to Request Rescheduled Exams

**Friday**

**8**

---

Reading Period

**Saturday**

**9**

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Reading Period

**Sunday**

**10**

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## Dining Halls

### *The Commons*

The Commons dining hall, managed and operated by Marriott Corporation, is located on the west end of campus, near most residence halls and athletic facilities. Here students on the board plan, guests and other cash customers may eat unlimited portions of food. Four cafeteria lines offer multiple entrees, vegetables, and desserts. A salad bar and a beverage bar are also available.

### *The Market Place*

The Market Place, located in the Campus Center, permits students on the board plan to purchase food with a cash equivalency. Others may purchase a variety of foods at reasonable rates. Pizza, burgers, salad bar, deli-bar, sandwiches, and a hot-food cafeteria line are available at this fast-food restaurant.

### *Campus Bakery*

The campus bakery, supplying bread and pastries for campus food service, is located at the back of the Commons. "Surprise Someone" gifts of birthday cakes, cookies, and 10-foot submarine sandwiches may be picked up here.

## Graduate Student Center

Located at 199 Armistead Avenue (behind Sorority Court), the Graduate Student Center provides for William and Mary graduate students an informal gathering place with lounge areas and a kitchen. A resident director coordinates events and activities held in the Center. For further information, the director may be contacted at extension 4691.

## Museums and Galleries

### *Andrews Hall*

Andrews Hall houses displays of art work by students and faculty members

of the Fine Arts Department of the College. In addition, collections of art from outside the College are regularly exhibited. Exhibitions range from paintings to pottery and are open to students with no admission charge.

### *Anthropology Department Museum*

The Harley Museum, in the basement of Washington Hall, houses a general African anthropological collection. Artifacts from the site of Flowerdew 100, a local archeological project, are displayed on the first floor of Washington Hall.

### *Botetourt Gallery and Zollinger Museum; Special Collections*

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. The figurehead of the Gallery is the statue of Lord Botetourt, colonial Governor of Virginia 1768-1770.

The Zollinger Museum houses many College artifacts, such as the mace, the Rector's badge and chain of office, and the boundary stone, in addition to featuring exhibits from the Library's Special Collections holdings or those on loan from other institutions.

Special Collections houses historical portraits and exhibits related to manuscripts of alumni and Virginia family papers, Virginia Rare Books collection, and University Archives collection of records, photographs, publications, and artifacts of the College, students, and faculty. The Tucker-Coleman Room pays tribute to the late St. George Tucker, second law professor at the College, and members of his family. Books from his personal library, as well as interesting items of personal and family memorabilia, are extant.

### *Classics Library*

The Department of Classical Studies' Museum-Library houses two collections of Latin and Greek books, in addition to interesting artifacts.

## December

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Reading Period

Monday

**11**

---

Exams

Tuesday

**12**

---

Exams

Wednesday

**13**

---

Exams

Thursday

**14**

---

Exams

Friday

**15**

---

Reading Period  
Yule Log Ceremony

Saturday

**16**

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Reading Period

Sunday

**17**

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*Muscarelle Museum of Art.* Mark M. Johnson, Director, ext. 4650. Merry Higgs, Educator, ext. 4003.

The Muscarelle Museum of Art houses the art collection of the College and provides a program of special exhibitions composed of loan materials that change every four to six weeks. These exhibitions often are the subject of special lectures and symposia, which are used as a teaching resource by faculty and students in various disciplines, and for enjoyment as well as education by many museum visitors.

The Museum also works with the Department of Fine Arts in presenting a credit program in art museum studies during which third-semester students may undertake a museum internship.

Museum hours are 10 a.m.-4:45 p.m. Monday through Friday and 12 noon-4 p.m. Saturday and Sunday. The Museum is closed on national holidays.

#### *Twentieth Century Gallery*

The Twentieth Century Gallery, affiliated with the Virginia Museum of Fine Arts in Richmond, features regional and national contemporary artists and craftspersons. Monthly exhibitions for both display and sale have included paintings, photography, ceramics, jewelry, glass, and fabrics. Located at 219 North Boundary Street, the Gallery is open 11 a.m.-5 p.m. Tuesday through Saturday and 12 noon-5 p.m. Sunday.

#### **Recreational Facilities - 24-hour Facility Hotline, 253-5125.**

Numerous College recreational facilities are available to students at their convenience. The showcase of the facilities is the new Student Recreation Building, located at the corner of Compton and Brooks Streets. It contains a large gymnasium which can be separated into three separate activity areas; six racquetball and two squash courts; a free-weight room and apparatus area; and a 25-yard, 8-lane pool. The main offices for the Recreational Sports Department are housed in the Recreation

Building. Adair Gymnasium also provides recreational space with one large Gymnasium and 25-yard, 6-lane pool. This facility also houses the William and Mary Department of Physical Education.

The Home of the College Athletic Department, William and Mary Hall, provides an auxiliary gymnasium, the wrestling room and the main arena floor for recreational use. Other areas are primarily used for athletic functions.

Outdoor recreational areas for student use include six lighted tennis courts adjacent to Adair Gymnasium and eight courts opposite William and Mary Hall; intramural fields on Campus Drive (both the "Frat" and IM fields); the intramural fields behind William and Mary Hall; and those located in front of the JBT/Dillard housing complex. Each of these areas is utilized by the Recreational Sports, Intercollegiate Athletics, and Physical Education for various programs.

Hours of operation are posted on each facility or are available from the Office of Recreational Sports. Use of the areas may be reserved for special sport club or intercollegiate events. Students should check with Recreational Sports or the campus facilities coordinator for details. For access to any facility, a student ID is required.

Lake Matoaka provides another recreational opportunity to all students, offering canoeing and kayaking, with an appropriate ID. For picnicking, those wishing to reserve the Matoaka Shelter should contact the Associate Dean of Student Affairs. (Swimming and ice skating are strictly prohibited on the Lake or Crim Dell at any time.)

Many employment opportunities exist through the Office of Recreational Sports. Positions as office clerks, ID checkers, facility supervisors, sport supervisors, lifeguards and sports officials are available for over 80 students. Hiring is done during registration and orientation each semester and during the spring break for the summer session. Interested students should write to the Assistant Director, Recreational Sports, College of William and Mary, Williamsburg, VA 23185, or call (804) 253-4498.

## December

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Exams

Monday

**18**

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Exams

Tuesday

**19**

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Exams

Wednesday

**20**

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Exams

Thursday

**21**

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Christmas Vacation Begins  
Residence Halls Close (12 noon)

Friday

**22**

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Hanukkah

Saturday

**23**

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Sunday

**24**

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**The Earl Gregg Swem Library.** Nancy H. Marshall, University Librarian, ext. 4408.

The Library contains over 867,000 catalogued volumes; 731,000 microform pieces; more than one million manuscripts and maps; and approximately 10,000 tapes, recordings, films, filmstrips and slides. The main departments are Acquisitions, Automation, Cataloging, Circulation (includes Reserve), Collection Development, Government Documents, Reference, Serials, and Special Collections. The LION (LIBraries ONline) online catalog and card catalog serve as the basic indexes to the Library's book collections.

As information technology evolves, Swem adopts new resources. The Library offers self-serve access to several computerized indexes through CD-ROM and mediated access to several hundred online databases. During most of the hours the Library is open, a Reference Librarian is on duty to help users with these tools and other research needs.

A micro computer lab, located in Room 125, contains 31 micro computers and 8 HP Rugged Writer printers. This facility operates on the same schedule as the Library and is not available for scheduling; it is always available as a public access facility usually staffed by a consultant. These machines also have the software package MySTAT installed on them.

Coin-operated photocopy machines are located on the first, second, and third floors; and a change machine is located on the first floor. The photocopiers may be used for duplicating both personal and library materials. High-quality copying (including multiple copying and transparencies) may be done by Duplicating Services on the ground floor. Microfilm and microfiche copiers are also located on the first floor.

The loan period is four weeks for undergraduate students and three months for graduate students. Books may be renewed one time by mail or in person for

a like period. Undergraduates writing honors papers or theses may apply for an extended borrowing period. Any item charged out from circulation is subject to recall by another borrower after 12 days. Fines for overdue books are 20 cents per day. Failure to return books or pay fines may result in revocation of Library borrowing privileges and/or withholding of transcripts. In addition, students whose Library accounts are not cleared will not be allowed to register for the following semester or summer session.

Students are required to show a student ID in order to borrow books at the Circulation desk and in the Reserve Room. Having consulted with the Library Policy Advisory Committee and the Honor Council, the Library employs an electronic security system to ensure materials are properly charged out before patrons leave the building. The use of Swem Library is subject to the principles of the Honor Code.

#### *Library Hours*

##### **Regular Sessions:**

Monday-Friday

8 a.m. - midnight

Saturday

9 a.m. - 6 p.m.

Sunday

1 p.m. - midnight

##### **Summer Sessions:**

Monday-Thursday

8 a.m. - 8 p.m.

Friday

8 a.m. - 5 p.m.

Saturday

10 a.m. - 5 p.m.

Sunday

1 p.m. - 8 p.m.

**Learning Resources Center.** Donna Wilson, Manager, Swem 005, ext. 4024.

Located on the ground floor of Swem Library is the Learning Resources Center, part of Educational Media Services—a centralized facility serving the whole College.

The facilities include learning carrels

WATCH FOR in December:  
Spring Deadline for the Shared Experience  
Internship Program.

**December**

Christmas Day

**Monday**

**25**

**Tuesday**

**26**

**Wednesday**

**27**

**Thursday**

**28**

**Friday**

**29**

**Saturday**

**30**

**Sunday**

**31**

for listening to records and language tapes and viewing slides, films and videotapes. An extensive collection of phonograph albums and all the language tapes used in conjunction with language classes are available.

The microcomputer lab is equipped with nine IBM-compatible computers (two with laser printers, five networked to a dot-matrix printer, and one with a color printer), four Macintosh computers networked to a Laserwriter, and two Apple IIe computers with a printer, graphics tablet, and color plotter.

#### *Operating Hours*

Monday-Thursday

8 a.m. - 10 p.m.

Friday

8 a.m. - 5 p.m.

Saturday

1 p.m. - 5 p.m.

Sunday

5 p.m. - 10 p.m.

#### **Music Listening Rooms**

For records of students and the Library, music listening facilities are located on the ground floor of Swem Library. Hours are 8 a.m.-10 p.m. Monday through Thursday; 8 a.m.-5 p.m. Friday; 1 p.m.-5 p.m. Saturday; and 5 p.m.-10 p.m. Sunday. The Educational Media Department, extension 4024, may be called for further information.

## **ORGANIZATIONS**

#### **Academic Groups**

Numerous groups on campus are tied to academic departments or related to academic study. For information on these groups, students may contact the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557, or watch for flyers around campus. Some of these groups are listed below:

- Advertising Society
- American Chemical Society
- Anthropology Club

- Association for Computing Machinery
- Chemistry Club
- Classical Studies Club
- Clayton-Grimes Biology Club
- Economics Club
- Fine Arts Society
- Geology Club
- Health Careers Club
- Physical Education Majors Club
- Pre-Law Club
- Psychology Club
- Student Education Association
- Theatre Students Association

#### **Athletic Groups**

Many athletic clubs are open to students and offer frequent tryouts for their teams. Some of the club teams are listed below. For more information, students may call the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557, or the Athletic Department, 253-0633.

- Akido
- Canoe Club
- Muscle and Fitness Club
- Tai Chi Club
- Tribal Dancers
- Tribe Cheerleaders

#### **Community Service Organizations**

William and Mary offers numerous organizations committed to serving the College community as well as the Williamsburg area. The organizations coordinate and conduct civic programs and events ranging from blood drives for the Red Cross to working with disadvantaged children as "Big Brothers or Sisters" or as tutors.

For more information, students should contact any of the campus organizations at the numbers listed below or call the Office of the Associate Dean of Student Affairs for Activities and Organizations at extension 4557 or 4236:

- Alpha Phi Omega, ext. 4129
- Circle K, ext. 4578

**WATCH FOR in January:**  
Exhibition Reception for *Portraits and Prospects:*  
*British and Irish Drawings and Watercolors* and  
*A.B. Jackson*, Muscarelle Museum of Art.

## January

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New Year's Day

**Monday**

**1**

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Administrative Offices Open

**Tuesday**

**2**

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**Wednesday**

**3**

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**Thursday**

**4**

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**Friday**

**5**

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Exhibition at Muscarelle: *A.B. Jackson* through February 25

**Saturday**

**6**

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New Student Orientation Begins (through January 10)  
Residence Halls Open (9 a.m.)

**Sunday**

**7**

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- Escort, ext. 4423
- Help Unlimited, ext. 4129
- NCAA Volunteers for Youth,  
ext. 4046
- Williamsburg Area Tutorial Services  
(WATS), ext. 4551

## Graduate and Professional Student Associations and Organizations

Graduate associations act as liaisons between the students and the faculties and administrators within the various schools. Enrollment in these associations is automatic after enrolling in a graduate or professional school. Graduate and professional organizations offer students numerous opportunities to explore different areas of concern within their respective schools.

### *Associations:*

- Graduate Student Association
- Master of Business Administration Association
- School of Education Graduate Student Association
- School of Marine Science Student Association
- Student Bar Association
- History Graduate Student Association
- Physics Graduate Student Association

### *Organizations:*

- Environmental Law Society
- International Law Society
- Law School Christian Fellowship
- Mary and William Women's Law Society
- Moot Court
- National Lawyers Guild
- Post-Conviction Assistance Project
- Supreme Court Historical Society

## Honor Council

The Honor Council promotes and administers the College's Honor Code, one of the oldest in America. It attempts to preserve the integrity of the College community by instilling a common sense

of honor in the student body. The strength of the honor system is dependent upon the students' acceptance of the ethical tenets expressed in the Code.

The Honor Council consists of six members from each of the upper classes. Elections are held each spring. For information about the Honor Council, anyone may contact the Council in James Blair Hall 207C, extension 4034, or the Director of Academic Support, 211 James Blair Hall, extension 4581.

## Honor Societies

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership. *Phi Beta Kappa Society*, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership up to seven percent of the total number in the senior class each year. Selection is based largely on scholarship.

*Omicron Delta Kappa* is an honorary society comprised of junior and senior students selected on the basis of scholarship, service, character and leadership in various areas of College life.

*Mortar Board* is an honorary society whose members are elected in their junior year on the basis of service, scholarship and leadership.

Two national honor societies, *Alpha Lambda Delta* and *Phi Eta Sigma*, annually select for membership those freshmen who have attained academic distinction.

William and Mary students also have opportunities to become members in academic honoraries, ordinarily requiring an indication of special interest and ability in an area of scholarship. Interested students should contact the appropriate academic department. Some of the academic honoraries available are the following:

- Alpha Kappa Delta (Sociology)
- Beta Gamma Sigma (Business)
- Delta Omicron (Music)



**WATCH FOR in January:**  
Multi-disciplinary Lectures in Conjunction with  
the Exhibition, *Portraits and Prospects: British  
and Irish Drawings and Watercolors*, Muscarelle  
Museum of Art.

## January

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**Monday**

**8**

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Graduate Student Registration

**Tuesday**

**9**

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New Student Registration

**Wednesday**

**10**

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Classes Begin

**Thursday**

**11**

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**Friday**

**12**

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Exhibition at Muscarelle: *Portraits and Prospects: British and Irish  
Drawings and Watercolors* through March 4

**Saturday**

**13**

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**Sunday**

**14**

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- Delta Phi Alpha (German)
- Kappa Delta Pi (Education)
- Omicron Delta Epsilon (Economics)
- Phi Alpha Delta (Law)
- Phi Alpha Theta (History)
- Phi Delta Kappa (Education)
- Phi Mu Alpha (Music)
- Phi Sigma (Biology)
- Pi Delta Phi (French)
- Pi Sigma Alpha (Government)
- Psi Chi (Psychology)
- Sigma Delta Pi (Spanish)
- Sigma Gamma Epsilon (Geology)
- Society of Collegiate Journalists
- Society of Scabbard and Blade (Military)
- Society of Physics Students
- Wayne F. Gibbs Society (Accounting)

### Law School Publications

The *Advocate* is the official newsletter of the Law School. Published in the form of a bi-weekly newspaper, it is written and edited by a volunteer staff and provides news of current events in the legal field as well as the Law School itself.

The *Colonial Lawyer* presents articles prepared by Law students on a wide variety of topics such as environmental issues, consumer protection law, and international law.

*William and Mary Law Review* is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary supplements. The *Review* is also the medium for reports on special projects conducted by the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members, and promotion to staff is based upon proficiency in legal writing. One credit is given for each semester a student serves on the staff.

### Performing Groups

Several performing groups are active on campus, focusing on dance, water aquatics, stringed instruments and concert bands. All of the groups invite those

interested to try out at regularly announced auditions. For more information, students may call the Office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

- Chameleon Group - Student theatre and music group
- Dancetera - Dance group on an intermediate technical level
- Ebony Expressions Gospel Choir - Black choral group
- Friends of Appalachian Music (FOAM) - Faculty/student traditional musical group
- Mermettes - Student water aquatics and synchronized swimming team
- Orchesis - College dance company on an advanced or high-intermediate level
- Premiere Theatre - Student theatre group which performs student-written plays
- Sinfonicon - Combined group of Phi Mu Alpha Sinfonia, Delta Omicron, and other parties to perform a yearly operetta
- William and Mary Band - Both marching band and concert band
- William and Mary Choir - Student choral group
- William and Mary College-Community Orchestra - Chamber orchestra and smaller ensembles for advanced players
- William and Mary Theatre - Student/faculty presentation of several plays per year
- Williamsburg Players - Community-based theatrical group

### Publications and the Media

Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Associate Dean of Students

## January

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Martin Luther King Day

Monday

15

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Tuesday

16

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Wednesday

17

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End of Drop Period (5 p.m.)

Thursday

18

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Friday

19

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Saturday

20

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Sunday

21

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for Activities and Organizations, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budget of the news media and the selection each spring of the editors-in-chief of the publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are *A Gallery of Writing*, the *Advocate*, the *Colonial Echo*, the *Colonial Lawyer*, the *Flat Hat*, *Jump!* magazine, the *William and Mary Review*, and WCWM-FM.

*Colonial Echo*: The College yearbook, published annually by a student staff, gives an illustrated chronicle of the past year. The *Echo* office is located in the Campus Center, Room 9, ext. 4896. The cost of the yearbook is partially covered by the Activities Fee (included in the Tuition and General Fee) paid by each student.

*Flat Hat*: A weekly newspaper, edited and written by students, reports, analyzes, and provides commentary on campus life. The *Flat Hat* is distributed in the residence halls. Additional copies are available for commuting and graduate students at the Information Desk in the Campus Center and the Off-Campus Student House next door to the College Bookstore on Jamestown Road. Copies of the *Flat Hat* are also placed in the Library and the lobby of James Blair Hall. For information, anyone may contact the *Flat Hat* office in the Campus Center, ext. 4280.

*Green and Gold*: The Freshman class register, published by the Senior Class, contains the names, pictures, and addresses of all new students who wish to be included.

*William and Mary News*: This publication carries all official memoranda of the College Administration. Published

weekly by the College News Office, copies are available at the Campus Center, the Library, the lobby of James Blair Hall, and the Campus Post Office in Old Dominion Hall. Each issue includes a Calendar of Events and a classified advertising section.

*William and Mary Review*: This literary magazine is published twice each year by a body of student editors. Entries of short stories, poems, photography, graphics, essays and reviews are welcomed from all interested students. The *Review* office is located in the Campus Center, Room 166, ext. 4895.

WCWM (90.7): The College's non-commercial radio station is staffed entirely by student volunteers. Offered is a wide variety of music, programming, and local public service announcements. The studios are located in the Campus Center, Room 41, ext. 4544.

### Religious Organizations and Campus Ministries United (CAMU)

Several religious groups and organizations are present on or near the campus which invite the participation of William and Mary students. A list of clergy and organizations available to students follows:

- Balfour-Hillel, Campus Box 0587
- Baptist Student Union,  
244 S. Boundary
- Campus Crusade for Christ
- Campus Ministries United (CAMU)
  - Baptist, Rev. William S. Parks
  - Catholic, Father Charles Kelly
  - Christian Science, Lois Hornsby
  - Episcopal, Rev. Donald Harris
  - Jewish, Robert Scholnick
  - Lutheran, Rev. Benton Lutz
  - Presbyterian, Rev. John Lewis
  - United Methodist, Rev. David Hindman
- Canterbury Association, Bruton Parish House
- Catholic Student Association,  
St. Bede's Church
- Champions for Christ
- Chapel College Fellowship

# January

End of Add Period (5 p.m.)  
Last Day to Exercise Pass/Fail Option

Monday

22

Tuesday

23

Wednesday

24

Thursday

25

Friday

26

Saturday

27

Sunday

28



- Christian Science College Organization
- Fellowship of Christian Athletes
- Interfaith Council
- Intervarsity Christian Fellowship
- Latter-Day Saints Student Association
- Lutheran Student Association, St. Stephen's Church
- Navigators
- New Testament Student Association
- Orthodox Christian Fellowship
- Reformed University Fellowship
- Wesley Foundation
- Westminster Fellowship
- Young Life Leadership

### Reserve Officers Training Corps (ROTC)

The Army Reserve Officers Training Corps (ROTC) provides an opportunity for students to obtain their college degree and earn a commission as an Army officer at the same time. The Army ROTC program develops leadership and management skills and enhances those qualities which contribute to the development of a total person—one who can better cope with the rigors of college life as well as the challenges faced after graduation.

Students enroll in ROTC by registering for Military Science classes, just as they would sign up for any other courses. Further information is available at the Department of Military Science, ext. 4475.

The following organizations are affiliated with ROTC:

- Cadet Club
- Officer's Christian Fellowship
- Pershing Rifles
- Queen's Guard
- Ranger Club
- Rifle Club
- Running and Fitness Club

### Social Fraternities and Sororities

Many social sororities and fraternities are chartered and recognized at the Col-

lege. For information, students should contact the sorority or fraternity directly or the Office of the Associate Dean of Student Affairs for Activities and Organizations, extension 4557.

#### Sororities:

- Alpha Chi Omega
- Alpha Kappa Alpha
- Chi Omega
- Delta Delta Delta
- Delta Gamma
- Delta Sigma Theta
- Kappa Delta
- Kappa Alpha Theta
- Kappa Kappa Gamma
- Phi Mu
- Pi Beta Phi
- Zeta Phi Beta

#### Fraternities:

- Alpha Phi Alpha
- Kappa Alpha
- Kappa Sigma
- Lambda Chi Alpha
- Phi Kappa Tau (Colony)
- Pi Kappa Alpha
- Pi Lambda Phi
- Psi Upsilon
- Sigma Alpha Epsilon
- Sigma Chi
- Sigma Nu
- Sigma Phi Epsilon
- Theta Delta Chi

### Special Interest Groups

Organizations on campus appeal to a wide variety of interests, ranging from political and issue-oriented groups to groups with sports or leisure as a focus. Some of these groups are listed below. Information about any organization on campus is available through the Office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

- Alternatives
- American Civil Liberties Union
- American Field Service (AFS) Club
- Amnesty International
- Backdrop Club
- Black Student Organization

WATCH FOR in February:  
"Music at the Muscarelle" Concert Series.  
Honor Council Election.

**January  
February**

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**Monday**

**29**

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**Tuesday**

**30**

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**Wednesday**

**31**

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Board of Visitors Meeting  
Reves Center Residence Hall Application Deadline

**Thursday**

**1**

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Board of Visitors Meeting

**Friday**

**2**

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Charter Day

**Saturday**

**3**

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**Sunday**

**4**

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- Bridge Club
- Chess Club
- College Republicans
- Direct Marketing of Williamsburg, Inc.
- East Asian Studies Association
- Facts and Referrals on Sexuality
- Facts on Tap
- Franklin Debate Council
- Hunger Task Force
- International Circle Club
- International Relations Club
- Korean-American Student Association
- Libertarians
- Nuclear Disarmament Study Group
- Photography Club
- Preservation League
- Science Fiction Club
- Senior Classical League
- Student Sierra Committee
- Students for an Informed Public Policy
- William and Mary Film Society
- Women's Forum
- Young Americans for Freedom
- Young Democrats
- Youth for Democratic Action

## Sport Clubs

Open to the College community, the Sport Club program offers 16 student-run organizations:

- Badminton
- Crew
- Ice Hockey
- Judo
- Lacrosse
- Martial Arts
- Outdoors
- Racquetball
- Men's and Women's Rugby
- Sailing
- Skiing
- Surfing
- Tennis
- Ultimate Frisbee
- Men's Volleyball

Each club depends on student involvement for recruiting, organization, administration and implementation. Those interested should contact the Sport Club Director at the Office of Recreational Sports.

**WATCH FOR in February:**  
Summer Camp Placement Day.  
SA Election.

**February**

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**Monday**

**5**

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**Tuesday**

**6**

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**Wednesday**

**7**

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**Thursday**

**8**

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**Friday**

**9**

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**Saturday**

**10**

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**Sunday**

**11**

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## Student Association (SA)

Student government at William and Mary is officially vested in the Student Association. The SA Executive Council researches and seeks to implement changes in academic and general educational policy while the Student Association Council (SAC) of the SA offers services to improve undergraduate life. The executive branch consists of officers and administrative assistants of the Executive Council; the legislative branch, the Student Association Council; the judicial branch, and the Honor Council. While there are clear divisions between the various branches of the SA, efforts in the realm of student government are cooperative. The executive branch works closely with the SAC in establishing goals and priorities for the Student Association.

The Student Association Council (SAC) is comprised of representatives from the various residence hall areas and the commuting students. As the legislative branch of the SA, its specific responsibilities include control over social events, cultural affairs, and the other general services which the SA offers, such as the Bookfair and refrigerator rental program. Basic research and formulation of proposals are done by the various permanent and ad-hoc committees, which work under the vice-presidents and administrative assistants. Legislation is then presented to the entire body for discussion at its weekly meetings, conducted by its chairperson. The Appeals Board of the SAC supervises appeals involving (a) assessment of room damage charges and (b) violations of the Residence Hall Contract by either the College administration or the student. The SAC also works to improve the quality of residence halls through the disbursement of monies from the Room Damage Deposit interest fund.

The Student Association maintains open communications with the Board of Visitors via the Student Association

liaison to the Board, the Board of Student Affairs, the several faculties, and the administration.

The Student Association seeks actively to supplement the academic atmosphere with intellectual, cultural, and social activities. Among the activities coordinated by the Vice President for Student Services are the Film Series, refrigerator rentals, and the Bookfair. The Vice President for Social and Cultural Events presents informational programs, day trips and dances. The SA also serves as an informational clearinghouse for students.

Though the number of officers and SAC representatives is limited, the real members of the Student Association are ALL undergraduate students of the College. Any undergraduate student may serve on an SA committee alongside the various representatives. The representatives are simply that — representatives; their effectiveness depends on the interest of William and Mary students. All meetings are open. Students who want to work in the organization — or those who want it to work for them — should call extension 4350 or 4394 or stop by the SA office in the Campus Center any weekday afternoon.

### Student Association Executive Council Offices

President (Elected by the undergraduate student body)

SAC Chairperson (Elected by the Student Association Council)

Appointed by the president:

Executive Vice President

Executive Secretary

Treasurer

Vice President for Social Affairs

Vice President for Cultural Affairs

Vice President for Student Services

Vice President for Publicity



**WATCH FOR in February:**  
Student Commencement Speaker Selection  
Process.

**February**

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**Monday**

**12**

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**Tuesday**

**13**

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Valentine's Day

**Wednesday**

**14**

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**Thursday**

**15**

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**Friday**

**16**

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**Saturday**

**17**

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**Sunday**

**18**

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## SPECIAL ACADEMIC OPPORTUNITIES

**The Charles Center for Honors and Interdisciplinary Studies.** Joel Schwartz, Director. Tucker Hall B-2, ext. 4054.

The Charles Center, located in the basement of Tucker Hall, is home for many of the interdisciplinary programs on campus, including Interdisciplinary Concentrations and the Honors courses.

### *Interdisciplinary Concentrations*

There are several established interdisciplinary concentrations, such as Environmental Science and Linguistics. In addition, students may design a concentration to satisfy unique intellectual interests. More information and application materials are available from the Charles Center.

### *Honors Courses*

All interdisciplinary Honors courses (including Honors 201, 202, 203, and 205) are administered by the Charles Center. Students in these courses are provided with a comfortable study lounge and word-processing facilities. These courses are open to all qualified sophomores, juniors, and seniors, as well as to first-year students who have matriculated as Presidential Scholars. These are all four-credit courses; and they all include reading-, writing- and discussion-intensive seminars of no more than fifteen students. All Fall Honors courses carry Area I credit, and all Spring Honors courses carry Area II credit. For more information and application materials, students should contact the Charles Center.

### **Language House Program**

Through the Language House Program, the College offers a coeducational residential program for the study of foreign languages and cultures. With the

support of the faculty of the Modern Languages and Literature Department, the Reves Center for International Studies, and the Office of Residence Life, the program includes four distinct residence halls with exposure to French, German, Italian, and Spanish languages and cultures. The students of each house design and organize their own programs and activities. The French, German, and Spanish Houses, with approximately 40 students in each, are staffed by a foreign national Resident Tutor who provides written and oral language assistance. The Italian House accommodates ten students.

**Shared Experience Internship Program.** Natalie Mahoney, Coordinator. Office of Career Services, Morton Hall 140, ext. 4604.

The Shared Experience Internship Program offers a unique opportunity for students to explore career options and gain work experience during their academic semesters. Shared Experience is a local internship program with a roster of sponsors that includes social service agencies, educational institutions, stockbrokers, government agencies, museums, private businesses, and others. The potential for academic credit is available for a student's learning experience. Students must apply through the Office of Career Services.

### **The Washington Program**

The Washington Program, a series of two-day seminars scheduled throughout the year, is designed to give students the opportunity to broaden their knowledge of the nation's capital--its people, places, and institutions. It seeks to provide participants with exposure to the resources available in Washington in government, education, science and technology, and the fine arts. Announcements regarding specific programs and application forms are available in the Government Department, Morton Hall.

WATCH FOR in February:  
Yearbook Portraits.

February

President's Day

Monday

19

Tuesday

20

Wednesday

21

Thursday

22

Friday

23

Saturday

24

Sunday

25

The Wendy and Emery Reves Center for International Studies. James A. Bill, Director; Carolyn B. Carson, Director of International Programs. Reves Center, Jamestown Road, ext. 4354.

The Reves Center for International Studies coordinates various area studies programs and supports students and faculty members with international interests. The Reves Center is the primary resource for students interested in study abroad; Rhodes, Marshall, and Fulbright scholarships; and international studies concentrations. Foreign student advising is also provided.

William and Mary students who wish to study abroad for a summer or academic year may elect to participate in a College-sponsored program. Academic-year programs are available in Beijing, China; Copenhagen, Denmark (DIS); Exeter, England; Montpellier, France; Muenster, West Germany; St. Andrews, Scotland; and Madrid, Spain. Summer programs are available in Cambridge, England; Montpellier, France; Muenster, West Germany; Florence, Italy; and St. Eustatius, Netherlands Antilles. In addition, the Center's Resource Library contains information on other U.S. college-sponsored programs, foreign university catalogs, scholarships, and travel information. The Reves Center issues the International Student ID Card.

Students may also study at institutions with which William and Mary has no direct affiliation. With prior approval, credit may be transferred to the College from those institutions. Inquiries concerning such programs may be directed to the Reves Center.

The Reves Center is open 8 a.m. - 5 p.m., Monday through Friday.

### **Writing Resources Center**

The Writing Resources Center, located in 115A Tucker Hall, is available for students having difficulty with any phase of composition, from reviewing mechanics and improving style to over-

coming writer's block. It is staffed by trained tutors who are prepared to guide and teach students rather than edit their papers. Students are accepted by appointment and on a walk-in basis on weekdays and some weekday evenings. To verify the current operating hours of the Center, students may call extension 5503.

## **ACTIVITIES**

### **Black Student Leadership Development Conference**

A national conference for participants of Black student organizations, unions, Greek sororities and fraternities, other student organizations, and for minority affairs professionals is sponsored annually by the Office of the Associate Dean of Student Affairs for Minority Students. Topics have included campus support systems, cultural programming, campus political climates, community outreach, historical perspectives, communication skills, and leadership styles. Registration for the January conference is announced during fall semester.

### **Book Fair**

At the beginning of each semester, the Student Association sponsors a Book Fair in the Campus Center. Students can buy and sell used books at discount prices. In addition, at the end of the final day, the S.A. sells remaining books at a drastically reduced rate.

### **Busch Gardens**

An amusement center call The Old Country is Busch Gardens' Virginia home. Presenting a panoramic view of England, France, Germany, and Italy, the theme park has seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment, including the world's largest roller coaster, the "Loch Ness Monster." The Old Country is located on Route 60 East,

**WATCH FOR in March:**  
Orientation Aide Selection Process through  
Office of Academic Support.

**February  
March**

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**Monday**  
**26**

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**Tuesday**  
**27**

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**Ash Wednesday**  
**Study Abroad Programs Deadline**  
**Wednesday**  
**28**

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**Thursday**  
**1**

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**Spring Break Begins (5 p.m.)**  
**Friday**  
**2**

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**Exhibition at Muscarelle: *Georgia O'Keefe: The Artist's Landscape, Photographs by Todd Webb* through April 22**  
**Saturday**  
**3**

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**Sunday**  
**4**

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adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. Information regarding hours of operation and special events may be obtained by calling 220-2896.

### Campus Movies

The Student Association Film Series presents each week of the regular session a top-rated current film.

Admission is by season pass only, which can be purchased for a nominal fee at registration and validation, the S.A. office, or on any film night. All William and Mary students, staff, and faculty members with a current ID may purchase tickets.

### Charter Day Convocation

Each February the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features a major address by an individual with a significant relationship with the College and the awarding of several honorary degrees. The prestigious Jefferson Awards are also presented at this convocation.

### Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, and slide shows. Students, by presenting their current ID cards, are admitted at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and the bus system. The taverns in C.W. feature meals in Colonial Virginia style and are within walking distance of the College.

Information about C.W. may be obtained by calling the Information Center at 229-1000.

### Concerts

William and Mary hosts a number of concerts per year, ranging from rock to folk to whatever else is happening. Tickets for Hall events may be purchased at the

box office.

Still other concerts are regularly presented at Scope (Norfolk), Hampton Road Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington, D.C., a convenient three-hour drive from Williamsburg.

### Craftshow

The Campus Center sponsors a Christmas Craftshow each year. The show normally coincides with the Williamsburg Christmas Parade, which is held the first Saturday of December. Approximately fifty people from both the local and college communities participate in the Craftshow. The show is held from 10:00 a.m. to 4:00 p.m. in the Campus Center Ballroom.

### Films

Several campus organizations and departments sponsor films on a regular basis for the College community.

The Williamsburg Theatre, located on the Duke of Gloucester Street, shows first-run films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Martin Cinema, located in the Monticello Shopping Center, is a double theatre which always features two current films.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas.

### Green and Gold Christmas

Green and Gold Christmas is a student-sponsored Christmas party for the underprivileged children of the Williamsburg, York County, and James City County area. Students are asked to serve on committees to plan the event and also to sponsor a child for the day. The day features arts and crafts, games, music, skits, refreshments, and a special visit from Santa Claus. One finds the magic of Christmas in the children, and the children experi-

**WATCH FOR in March:**  
Exhibition Reception for *Georgia O'Keeffe: The Artist's Landscape, Photographs* by Todd Webb and the *Third Faculty Show*, Muscarelle Museum of Art.

**March**

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**Monday**

**5**

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**Tuesday**

**6**

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**Wednesday**

**7**

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**Thursday**

**8**

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Exhibition at Muscarelle: *Third Faculty Show* through April 8

**Friday**

**9**

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**Saturday**

**10**

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**Sunday**

**11**

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ence Christmas as they never would have without the students. Interested students should call the Associate Dean of Student Affairs for Activities and Organizations at extension 4557.

## Homecoming

Probably the largest weekend of the year for activities and events, Homecoming signals the return of many alumni and friends to the William and Mary campus. A major attraction to the festivities is the Homecoming Parade where campus groups, including fraternities and sororities, vie for prizes and awards in float competition. The highlight of the day is the football game with the crowning of the Homecoming Queen by the president of the College. Following the game, residence halls along with fraternity and sorority houses are open for receptions in honor of returning alumni. The weekend also features a concert in William and Mary Hall.

## Intercollegiate Athletics

The Office of Intercollegiate Athletics administers the 13 men's and 12 women's varsity Division I sports and the overall athletic program. The department is housed in William and Mary Hall, extension 4134 or 253-0633.

## Parents Weekend

Parents Weekend is scheduled each fall as a time for parents to become better acquainted with student life at William and Mary. Sponsored by the Association of Parents (to which students' parents automatically belong), the weekend is ordinarily held in early October. On the Friday of Parents Weekend, classes are open for parental visits; and there is a traditional workshop for the parents of new students on Friday afternoon. Activities scheduled throughout the weekend are designed to permit parents to meet faculty members and administrators and to become better informed about College life. The weekend nor-

mally concludes with a prominent speaker or performance on Saturday evening. The Dean of Student Affairs coordinates Parents Weekend and serves as administrative liaison to the Parents Association.

## Recreational Sports

The Office of Recreational Sports is located on the basement level of the new Student Recreation Building. The program provides the widest variety of leisure pursuits to all students through intramural, sport club, informal recreation, fitness/wellness and outdoor programs. Facilities include the Recreation Building, Adair Gymnasium, William and Mary Hall, Lake Matoaka Boat-house, and various other outdoor facilities. Equipment may be checked out with a student ID card. Facilities are open seven days per week during the academic year and often during the break periods. Facility schedules are available at any recreational facility or the Campus Center.

Intramurals are separated into co-rec, men's, and women's divisions for most activities. Play is held for each of over 30 sports/activities during the year. Informal or open recreation, generally considered "free-play," is offered in aerobics, swimming, racquetball and squash, basketball, weightlifting, canoeing and kayaking, and other sports.

The Sport Club program consists of 16 clubs, each self-governing and self-supporting and dictated simply by participants' interest in the activity. Clubs include badminton, crew, lacrosse, sailing, rugby for both men and women, surfing, ice hockey, skiing, and many more.

For information on any activity, program or service offered by Recreational Sports, the office may be contacted at 253-4498.

## Sidewalk Art Show; Occasion for the Arts

The Sidewalk Art Show and the Occasion for the Arts are outdoor arts and

**WATCH FOR in April:**  
Room Selection Process through Office of  
Residence Life.

**March**

Spring Break Ends (8 a.m.)  
Concentration Week Begins (through March 16)

**Monday**

**12**

**Tuesday**

**13**

**Wednesday**

**14**

**Thursday**

**15**

**Friday**

**16**

St. Patrick's Day

**Saturday**

**17**

**Sunday**

**18**



crafts displays held every year in Merchants Square on the Duke of Gloucester Street. The Occasion, held in the fall, is sponsored by An Occasion for the Arts, Inc.; the Sidewalk Art Show is held in April under the auspices of the Junior Woman's Club.

### Yule Log Ceremony

The annual Yule Log Ceremony,

sponsored jointly by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the Christmas Break. The ceremony includes lighting a tree on the rear portico, singing Christmas carols, reading from the Scripture, lighting the menorah, presenting a brief history of the Yule Log Ceremony, and bringing in the Yule Log. The ceremony concludes with hot cider and cookies being served.





## March

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Monday

**19**

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Tuesday

**20**

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Wednesday

**21**

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Last Day for Course Withdrawal

Thursday

**22**

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Friday

**23**

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Saturday

**24**

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Sunday

**25**

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## LOCAL SHOPPING AND SERVICES

### SHOPPING CENTERS

Colony Square Shopping Center - Richmond Road  
 James-York Plaza Shopping Center - Merrimac Trail  
 Kingsgate Center - By-Pass Road  
 Marketplace Shopping Center - McLaws Circle  
 Merchants Square - Duke of Gloucester Street  
 Monticello Shopping Center - Monticello Avenue  
 Outlet Limited Mall - Richmond Road  
 Village Shops at Kingsmill - Route 60 East  
 Williamsburg Outlet Shops - Route 60 West  
 Williamsburg Pottery Outlet - Route 60 West  
 Williamsburg Shopping Center - Richmond Road  
 Wythe Green Shopping Center - Richmond Road

### AUTOMOBILE RENTING AND LEASING

American International Rent A Car	
Williamsburg-Jamestown Airport	220-3345
Avis Rent A Car	
1187 Jamestown Road	229-3638
Patrick Henry Airport	877-0291
Colonial Rent-A-Car Inc.	
1229 Richmond Road	220-3399
Williamsburg-Jamestown Airport	220-9264
El-Cheapo Car Rental	
3279 Lake Powell Road	229-6130
Hertz Rent A Car	
Patrick Henry Airport	877-9229
Holiday Oldsmobile Cadillac GMC	
438 Merrimac Trail	253-1960
Little Cheeper Car Rentals	
722 Merrimac Trail	253-0123
National Car Rental	
Williamsburg Hilton	220-3856
Patrick Henry Airport	877-6486
Patriot Chevrolet Buick Corp.	
212 Second Street	220-1700
Payless Car Rental	
5014-A Williamsburg Road	222-5965
Pittman Chrysler-Plymouth-Dodge	
1440 Richmond Road	229-1050
Williamsburg Ford Lincoln Mercury	
217 Second Street	229-2411
 Toll Free Numbers:	
Agency Rent-A-Car	800-321-1972
Avis Rent A Car	800-331-1212
Hertz Rent A Car	800-654-3131
National Car Rental	800-328-4567

WATCH FOR in April:  
Lecture in Conjunction with the *American Drawing*  
*Biennial #2*, Muscarelle Museum of Art.

March  
April

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Monday

26

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Tuesday

27

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Wednesday

28

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Thursday

29

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Friday

30

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Saturday

31

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Sunday

1

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## BANKS

Bay Savings Bank	
James York Plaza	229-6192
Central Fidelity Bank	
1006 Richmond Road	874-9103
Citizen's and Farmer's Bank	
Corner Rt. 60 and Rt. 607	564-8114
Crestar Bank	
120 Monticello Avenue	253-9269
James-York Plaza	253-9275
Prince George & N. Henry	253-9284
Garrison Dr. & N. Mt. Vernon	253-9286
1186 Jamestown Road	253-9254
Route 60 W. & Centerville Rd.	253-9278
496 McLaws Circle	253-9295
401 Duke of Gloucester Street	253-9205
Dominion Bank	
817 Merrimac Trail	220-1220
First & Merchants National Bank	
1801 Richmond Road	220-1500
First Virginia Bank Commonwealth	
300 Second Street	229-4191
171 Monticellor Avenue	220-2611
Jefferson National Bank	
306 South Henry Street	229-7700
100 McLaws Circle	229-7708
255 Richmond Road	229-7700
Williamsburg Shopping Center	229-7700
Newport News Savings & Loan	
1312 Jamestown Road	229-5400
Sovran Bank	
1310 Jamestown Road	220-1607
1801 Richmond Road	220-1500
263 McLaws Circle	220-7836
5700 Williamsburg Landing Dr.	220-7835

## BICYCLE SALES AND SERVICE

Bikes Unlimited	
759 Scotland Street	229-4620
Bikesmith of Williamsburg	
515 York Street	229-9858

## CLEANERS

Berkeley Cleaners of Williamsburg	
1208 Jamestown Road	229-7755
James-York Plaza	229-7440
Bon-Care Custom Cleaning	229-8558
Han's Cleaners	
6967 Richmond Road	564-8759

WATCH FOR in April:  
Sidewalk Art Show.

April

Monday

2

Tuesday

3

Wednesday

4

Thursday

5

Friday

6

Saturday

7

Palm Sunday

Sunday

8



Ladda's Tailor Shop & Tuxedo Rentals	
Monticello Shopping Center	229-2224
Master Cleaners of Williamsburg	
1317 Richmond Road	229-6556
638 Merrimac Trail	229-1414
Old Towne Shopping Center	229-3424
Maytag Homestyle Laundry	
Farm Fresh Shopping Center	229-9274
Swan Cleaners	
240 McLaws Circle	
1012 Richmond Road	
4440 John Tyler Highway	
Town and Country Cleaners	
459 Merrimac Trail	229-4990

## COMMUNITY RESOURCES

Al-Anon Family Group	220-4303
Alcoholics Anonymous	220-4303
Chamber of Commerce	
201 Penniman Road	229-6511
Colonial Community Mental Health Ctr.	
1657 Merrimac Trail	220-3200
Colonial Williamsburg	
Information Center	229-1000
Division of Motor Vehicles	
952 Capitol Landing Road	253-4811
Social Service Bureau	
310 N. Boundary Street	229-3626
United States Postal Service	
110 S. Henry Street	229-4668
Virginia Employment Commission	
1301 N. Mount Vernon Avenue	253-4820
Williamsburg Hotel/Motel Assoc.	220-3330
Virginia	800-582-8977
Other States	800-446-9244
Williamsburg Regional Library	
515 Scotland Street	229-7326

## COMPUTERS AND SOFTWARE

Alpha Systems Inc.	
161-A John Jefferson Road	253-2440
Computer Business Systems Inc.	
106 Westover Avenue	253-2770
Hertzler Bros. Inc.	
7191 Merrimac Trail	220-9362
Next Generation Computers	
1915 Pocahontas Trail	229-5942
Precision Software Corp.	
263 McLaws Circle	229-4433
Radio Shack	
Williamsburg Shopping Center	229-4157
Sound Data Systems	
108 Tewning Road	220-3237

# April

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Monday

9

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Passover

Tuesday

10

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Wednesday

11

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Thursday

12

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Good Friday

Friday

13

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Exhibition at Muscarelle: *American Drawing Biennial #2* through  
June 3

Saturday

14

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Easter

Sunday

15

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## COPYING AND DUPLICATING SERVICE

Duplicating Services	
Swem Library	253-4678
Big Red Q Quickprint Center	
1457 Richmond Road	229-2323
DATAMAT-Print Shack	
1315 Jamestown Road	229-6230
Kinko's Copies Inc.	
513 Prince George Street	253-5676
Kwik-Copy	
948 Capitol Landing Road	220-3299
Sir Speedy Printing	
Marketplace Shopping Center	220-1191
Williamsburg Press Inc.	
110 Bacon Avenue	229-3511
Packagemaster	
120F Waller Mill Road	220-9215

## FLORISTS

Balloons-In-Store	
1318 Jamestown Road	229-8662
Balloons Over Williamsburg	
Kingsmill Village Shops	229-7255
Charisma	
Kingsmill Village Shops	229-2533
Farm Fresh House of Flowers	
455 Merrimac Trail	253-0063
Flower Cupboard	
205 N. Boundary Street	220-0057
Garden Gallery Florist	
101 Colony Square Shopping Center	220-1242
Instead of Flowers	
17 Settlers Lane	565-0929
Claude Jones Jr., Florist	
3280 Ironbound Road	229-5589
My Sister's Place Ltd.	
1014 Richmond Road	220-3333
Safeway Stores Inc.	
Richmond Road & Monticello Ave.	253-0363
Schmidt Florist Inc.	
1351 D Richmond Road	229-1665
Williamsburg Floral & Gifts	
701-K James-York Plaza	229-9844
Williamsburg Floral at Kingsmill	
240 McLaws Circle	253-8822

## LAUNDRIES

Colonial Workshops Inc.	
1657 Merrimac Trail	229-4119
Master Cleaners of Williamsburg	
1317 Richmond Road	229-6556

## April

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Monday

16

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Tuesday

17

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Wednesday

18

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Board of Visitors Meeting

Thursday

19

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Board of Visitors Meeting

Friday

20

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Saturday

21

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Sunday

22

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#### Self-Service:

Berkeley Cleaners of Williamsburg James-York Plaza	229-7440
Colony Laundrette 124 Second Street	229-8305
Colony Square Laundry Route 31, Jamestown Road	220-3348
Maytag Homestyle Laundry Route 143	229-9274
Town and Country Cleaners 459 Merrimac Trail	229-4996

#### NEWSPAPERS

<i>Daily Press-The Times Herald</i>	229-3783
<i>Richmond Times-Dispatch</i>	877-2334
<i>Virginia Gazette</i>	220-1736
<i>Washington Post</i>	564-9649

The following newspapers are sold at the Campus Center Front Desk: *Daily Press*, *New York Daily News*, *New York Post*, *New York Times*, *USA Today*, *Virginia Gazette*, *Virginian Pilot*, *Wall Street Journal*, and *Washington Post*.

#### PHARMACIES

Berkeley Pharmacy 1199 Jamestown Road	229-8181
Farm Fresh Pharmacy-Farmco 455 Merrimac Trail	253-2304
Kings Grove Pharmacy 1915 Pocohontas Trail	229-3666
Peoples Service Drugstore Williamsburg Shopping Center	229-0015
Professional Pharmacy of Williamsburg 1302 Mount Vernon Avenue	229-3560
Revco Discount Drug James-York Plaza	229-0131
Rite-Aid Monticello Shopping Center	229-0950
Treasury Drug 115 Colony Square Shopping Ctr.	220-1335
Williamsburg Apothecary Inc. Governor Berkeley Prof. Ctr.	229-1400
Williamsburg Drug Co. Duke of Gloucester Street	229-1041

#### SHOE REPAIRING

James-York Shoe Repair 801-B James-York Plaza	229-5154
Williamsburg Shoe Repair 435 Prince George	229-9175



# April

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End of Classes  
Last Day to Request Rescheduled Exams

**Monday**

**23**

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Reading Period  
Spring Honors Luncheon

**Tuesday**

**24**

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Reading Period

**Wednesday**

**25**

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Exams

**Thursday**

**26**

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Exams

**Friday**

**27**

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Reading Period

**Saturday**

**28**

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Reading Period

**Sunday**

**29**

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## STORAGE

Esquire III Self Storage 3283 Lake Powell Road	220-3283
Jack Rabbit Self Storage 1629 Merrimac Trail	220-3282
John W. McCabe Co. 129 Kingsgate Parkway	253-0031
Sentry Self-Storage 5393 Mooretown Road	565-0980
Tomark Storage 111 Fenton Mill Road	565-1200
Trevillian Moving and Storage 109 Colony Square Shopping Ctr.	229-9505

## TRAVEL AGENCIES

All About Cruises 1233 Lafayette Street	253-0900
Carefree Tour and Travel Inc. 50 Kingsmill Road	874-9255
Colony Travel Agency Ltd. 424 Duke of Gloucester Street	229-8684
Discovery Travel Inc. 1317 Jamestown Road	220-0402
Sue Mayberry Travel Inc. 240 McLaws Circle	229-7854
Travel Corner 1236-6 Richmond Road	220-1920
Travelaire Inc. of Virginia 801-A Merrimac Trail	229-1642
U-Travel Service Village Shops at Kingsmill	253-1212
Wilson Travel 455 Merrimac Trail	220-3063

## TYPEWRITERS

Colonial Typewriters 535 Second Street	229-5818
The Write Place 206 Armstead Avenue	229-7788

## WORD PROCESSING SERVICES

Datamat 1315 Jamestown Road	229-6230
Word Processing Center 1264 Richmond Road	220-2491

WATCH FOR in May:  
Senior Class Dance.

April  
May

Exams

Monday

30

Exams  
Law Day

Tuesday

1

Exams

Wednesday

2

Exams

Thursday

3

Exams

Friday

4

Reading Period

Saturday

5

Reading Period

Sunday

6

## STATEMENT OF RIGHTS AND RESPONSIBILITIES

In 1973, the College community — faculty, students, and administration — recommended to the Board of Visitors and the Board adopted the following *Statement of Rights and Responsibilities*. Amendments were made to the document in 1977 and are included.

### Statement of Rights and Responsibilities

The unique nature of the College community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups — students, faculty, and administrators — are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty, and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to ensure that, in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a corresponding responsibility to ensure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The *Statement of Rights and Responsibilities* is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies, and procedures of the College, except as otherwise prescribed by local, State, or Federal law, shall be measured. No rule, regulation, policy, or procedure which is incompatible with or which contradicts this document may be enacted; and any such rules, regulations, policies, or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this *Statement of Rights and Responsibilities* shall not affect the powers of the Board of Visitors as provided by law.

### I

The members of the College community, as individuals, shall enjoy all rights, privileges, and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.

B. Each member of the College community has a right in his/her dealings with the institution, and with members of the College community in the performance of their official duties, to be free from discriminatory treatment with regard to race, creed, gender, religion, national origin, or political belief.

C. Each member of the College community has the right to organize his/her own personal life and behavior insofar as it does not violate local, State, or Federal law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:

1. Right to associate with any legally established group or to create such groups, professional or other, as serve legitimate interests.

- a. The membership, policies, and actions of an organization shall be deter-

# May

Exams

Monday

7

Tuesday

8

Wednesday

9

Thursday

10

Friday

11

Baccalaureate Service

Saturday

12

Commencement  
50th Reunion Weekend  
Mother's Day

Sunday

13



mined by vote of those who hold membership in that organization.

b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.

c. An organization shall be officially recognized after its constitution and bylaws have been approved by the appropriate body as designated by the President, or his delegated representative, and when consistent with the Bylaws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.

d. Officially recognized organizations, including those affiliated with an extramural organization, shall be open to all on a non-discriminatory basis with regard to race, religion, creed, national origin, gender, or political belief, provided however that, to the extent permitted by law, membership in social organizations may be restricted to members of the same gender, and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.

2. Right to hold public meetings, to invite speakers of his/her own choosing to campus, to post notices, and to engage in peaceful, orderly demonstrations within reasonably and impartially applied rules designed by the President or his delegated representative, to reflect the educational purposes of the College, and to protect the safety of members of the College community and others. The College may establish rules, therefore, regulating time, place, and manner of such activities and allocating the use of facilities, but these regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views ex-

pressed, either by the sponsoring group or the institution.

3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority designated by the President.

D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:

1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.

2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances, the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.

E. Each member of the College commu-

# May

Residence Halls Close (12 noon)

Monday

14

Tuesday

15

Wednesday

16

Thursday

17

Friday

18

Saturday

19

Sunday

20

nity has a right to privacy in his/her dealings with the institution, including, without limitation:

1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.

2. The right to expect that all records of his/her association with the institution are treated as confidential.

- a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution (other than information about students which is defined as directory information under the Family Educational Rights and Privacy Act of 1974 and information about other members of the College community which is a matter of public record) without the prior written consent of the individual concerned or under the compulsion of law. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President or his delegated representative, and such others as are agreed to in writing by the individual concerned.

- b. Each member of the College community shall have the right to inspect the contents of his/her own records kept by the institution, other than information or records to which the member has specifically waived the right of access and letters of recommendation written by other members of the College community for the purpose of internal evaluation of a member for the award of a College honor, provided that such letters are not kept permanently by the institution and do not become a part of the official record, and may challenge any information included in the record which is believed to be inaccurate, inappropriate, or misleading. If an individual challenges any information contained in his/her records, the institution shall undertake to verify such information to the satisfaction of the in-

dividual concerned. Such decisions shall be made by the President or his designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.

- c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I.C.1c.

- d. To minimize the risk of improper disclosure from students' records, the academic record shall be maintained separately from other necessary student records. Transcripts of academic records shall contain only data essential for personal identification and information about academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his/her associates and refrain from using the institution as a sanctuary from the general law.

## II

Each member of the College community enjoys all rights of citizenship and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

- A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings is preserved and respected, an atmosphere which includes, without limitation, the following specific rights:

1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set

forth in the Statement of Academic Freedom and Tenure, adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors, and with the standards and procedures approved by the Board of Visitors and set forth in the *Faculty Handbook*.

2. Right of the instructor to determine the specific content of his/her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his/her area of competence or to divert significant time to materials extraneous to the subject of the course.

3. Right of the student to be evaluated entirely on the basis of academic performance and to discuss freely, inquire, and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his/her professors, provided, however, that the student shall have means for redress against arbitrary, unreasonable, or prejudicial standards of evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.

5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.

6. Right to hear and study unpopular and controversial views on intellectual and public issues.

7. Right of the student to expect that information about his/her views, beliefs and political associations which an instructor acquires in the course of his/her work as a teacher, advisor, or counselor of the student be held in confidence to the extent permitted by law.

B. Because student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:

1. Right to be free from prior censorship or advance approval of copy.

2. Right to develop editorial policies and news coverage.

3. Right to be protected from arbitrary punishment or suspension, or removal from his/her position because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension, or removal. The academic status of a student editor or manager shall not be affected, provided, however, that he/she shall remain subject to the provisions of Article I, Sections C.3 and D.3.

4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of their associates.

### III

The College, through those who administer its affairs, has a special responsibility to ensure that, in pursuance of its functions, the rights of all members of the College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to ensure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct, in order to facilitate and safeguard the educational process, and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others, to



the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.

B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his/her duties.

C. The College has the responsibility to ensure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to ensure this opportunity.

D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility:

1. To make, from time to time, a clear statement of its purpose and goals.
2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.
3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, Section E.2a., or by the advice of legal counsel in instances involving possible litigation.

E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including, but not limited to, the following*:

1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances, or its physical facilities.

2. The College has a right to prohibit members of the College community from using its name, its finances, or its physical facilities for activities not principally for the benefit of the College.

3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the right to prohibit use of its name, its finances, or office equipment for any political or other purpose.

#### IV

This document shall be adopted and may be amended when:

- A. Accepted by a majority vote of those students who vote in a referendum.
- B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.
- C. Accepted by a majority vote of the administration of the College who vote in a referendum.
- D. Approved by the President of the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

#### Interpretation Procedure

*On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the "Statement of Rights and Responsibilities," and his memorandum of that date is an addendum to that Statement:*

"The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of *implementation* are the responsibility of various offices of the College 'who administer its affairs.' These offices, whose policies and practices have been brought into conformance with the *Statement*,

'have a special responsibility to ensure that . . . the rights of all members of the College community are preserved.'

There are, however, instances in which the *Statement* must undergo occasional interpretation in the process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an 'appropriate College authority designated by him' to determine when an exception to a specific section of the *Statement* should be made. The *Statement* also provides that members of the College community 'should enjoy the same fundamental rights and privileges . . . except in those rare cases where . . . the rights or privileges . . . would be in conflict . . . with the goals and purposes of the College as an institution of higher education.'

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who

should interpret the *Statement* when there is a difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or 'an appropriate College authority designated by him.'

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority shall take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision."





## STUDENT AFFAIRS

### AUTHORITY AND AGENCIES

#### General Statement

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls the environment necessary for the pursuit of scholarly activities, the protection of the rights of others, and the assurance of the opportunity for personal growth and development. In the formulation and administration of rules of conduct, students express their responsibility by participation in Student Government, in Residence Hall Councils, in the Judicial System, and in the Honor Council.

The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that, in addition to laws governing the conduct of all citizens, the Code of Virginia contains specific provisions relating to colleges and universities, including those that prohibit hazing; malicious burning or destruction by explosives of any College building or any other malicious destruction of College property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

The College has established the policy of self-determination for residence hall living (see page for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an exercise in student responsibility, for oneself and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individual's prerogative of self-determination is always understood in the context of, and circumscribed by, the public laws governing all citizens and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

### GENERAL POLICY

#### Violations of Local, State, or Federal Law

Violations of local, State, or Federal law also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, State, or Federal law shall result in disciplinary action by the College only if the President, or his designee, determines that such disciplinary action is necessary for the protection of other members of the College community or for the safeguarding of the educational community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that public authorities do not prosecute alleged violations of local, State, or Federal law, or the President or his designee determines that disciplinary action is necessary for the reasons stated above, the case may be referred for action through the College judicial process and, if the student is found guilty, a penalty ranging from reprimand to dismissal may be imposed.

When a student is charged with a violation of law which is also a violation of College regulations, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action.

#### Failure to Comply with Directions

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official, who identifies him/herself and acts in the reasonable and good faith belief that compliance with the request is necessary for the safety and welfare of the person or persons requested or others, or to prevent the disruption of any

lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College, constitutes a violation of College regulations for which penalties ranging from reprimand to dismissal may be imposed. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and the staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs, constitutes violation of this regulation. Failure to comply with written directions from College officials will be a violation of this regulation. In addition, refusal to appear, testify, or remain when requested before a College Judicial Panel or the Honor Council or any person connected with the disciplinary or honor processes shall also be considered a violation of this regulation.

## Appeal Procedure

Any student found guilty of a violation of College or residence hall regulations by a staff member with disciplinary responsibilities, the Judicial Panel, or a Residence Hall Council has the right to appeal the finding and the propriety of the penalty imposed to the President of the College or his designated representative. The persons, if any, whom the President may have designated as his representatives with final authority to hear particular categories of appeals are indicated in the appropriate section of this handbook. Appeals must be submitted in writing to the President or his representative within five calendar days of official notification to the student of the findings and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause. (See page 105 for more information on appeals.)

## POLICIES AND REGULATIONS

The following policies and regulations are specific applications of College General Policy and of public statutes with particular relevance for students and are not an exhaustive list either of College regulations or of applicable local, State, and Federal Law.

### Alcoholic Beverage Policy

The College urges individuals and groups to refrain from excessive use of alcoholic beverages on the College campus or adjacent streets. It is worthwhile to note that students are subject to arrest and prosecution by civil authorities on campus just as they are off campus. College disciplinary action may also be taken for misconduct which results from the use of alcoholic beverages.

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. The Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. A copy of the law is available in the Office of the Associate Dean of Student Affairs for Activities and Organizations.

Because the College permits the scheduling of events at which alcoholic beverages are served, the following regulations apply:

1. No person shall drink alcoholic beverages at or in any unlicensed public place. (For information on obtaining a license, please refer to the document entitled "Alcohol Beverage Control Act; Sections 4-2(23a) and 4-25(p), and 4-89(j) Code," available in the Office of the Associate Dean of Student Affairs for Activities and Organizations.) Public areas include the lobby and lounge areas of College residence halls to which the general public has access, rooms in the Campus Center, and fraternity and sorority lounges/living rooms. Kegs shall not be permitted in non-public residential areas.
2. In order to convert public areas to private for the purpose of a social function, the following procedures must be observed:
  - a. The event must be placed on the College Calendar through the Office of the Associate Dean of Stu-

dent Affairs for Activities and Organizations. The event must be scheduled at least three days in advance.

- b. Signs must be posted on all entrances to the social event stating the name of the sponsoring organization and/or the title of the social event; these signs must indicate the private nature of the function and the restrictions on attendance.
- c. The admission of guests must be supervised by members of the sponsoring organizations stationed at entrances to the social function. Such supervision is facilitated at large gatherings if guests register their names on a list as they enter the social function or are admitted by ticket only.
- d. No social events involving the distribution or sale of alcoholic beverages shall be scheduled for outside public areas to which entry cannot be readily controlled for purposes of making such areas private.
- e. Food or refreshments of any kind (including set-ups, mixers, soda) cannot be sold at a social event where alcoholic beverages are being consumed unless a license has been obtained through the procedure previously described.

For violations of these regulations, the staff members with disciplinary responsibilities or the Judicial Council shall have the power to enforce penalties ranging from reprimand to dismissal. In addition to individual sanctions, a group may be denied the opportunity to schedule an event if the group requesting the use of College facilities has previously violated these regulations.

### Conduct Infringing on Others

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes public drunkenness, obscenity, and nudity. All pranks and careless or irresponsible behaviors which cause or have the potential for causing damage to College or personal property, personal injuries, or which infringe upon the rights of others are unacceptable. Such behaviors include, but are not limited to, water fights, shaving cream battles, indoor sports, etc. Penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### Damage to College Property

No student shall damage College property nor shall he/she remove College property from the place or divert it from the use to which it was assigned by the College. No property may be removed from the campus. College property for purposes of this definition shall include property owned or leased by the College and property placed by vendors in College facilities. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

### Demonstrations

The right to peaceful assembly is provided for and ensured by the "Statement of Rights and Responsibilities" (Article I, Section C.2). In accordance with procedures developed by the Committee on Campus Facilities, Policy, and Scheduling, demonstrations must be scheduled in advance with the Associate Dean of Student Affairs for Activities and Organizations with a specific location, beginning and ending time, and name of sponsoring organization being provided.

Demonstrations may not block entrances to campus facilities nor the privilege of free passage to individuals. Should amplification systems be used, they must meet acceptable volume levels depending on locations and time of day.

Failure to schedule demonstrations and/or failure to abide by requirements established as a condition for scheduling may result in penalties ranging from the loss of the opportunity to schedule events in the future to dismissal. (In addition, such events might also be considered a violation of the Disruptive Conduct regulation, in which case the prescribed penalties would apply. See p. 110, *Student Handbook*.)

### Disruptive Conduct

#### A. Definitions

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship, and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but also, to the extent feasible, to the public.

To attain its mission as an educational



institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

1. Normal Functions and Activities:

A normal function is any lawful activity carried on by the College or conducted under the auspices of, sponsored by, or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extracurricular, and athletic programs; the care, maintenance, and security of physical property; the maintenance of vehicular and pedestrian traffic; and the performance of assigned duty by members of the faculty and staff.

2. Disruptive Conduct:

No student shall commit any act which amounts to disruptive conduct as defined in this regulation or knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of obligations imposed on citizens generally and violation of particular obligations required to maintain an educational institution. These specifically include the following:

- a. Any violation of the law of the Commonwealth of Virginia or of the United States which obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.
- b. Noncriminal conduct which obstructs or disrupts a normal function, including the unreasonable obstruction of passage of others through corridors or at entrances and exits; other group assemblies which obstruct or disrupt; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; physical detainment of a student or of a member of the administration, staff, or faculty against his or her will; the entry into or onto any College-controlled property with the intent to, or the awareness that such activity will, disrupt any normal function of the College; or any other activity conducted with the intent or awareness that such activity will disrupt or obstruct a normal function is disruptive conduct.
- c. Any failure to comply with a request to move on, to vacate an area, or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the safety and welfare of the person or persons so requested, or others, or to the maintenance or restoration of the normal functions and activities of the College is disruptive conduct. For this purpose, an authorized person is the President of the College, the Associate Provost, the Dean of Student Affairs, the Director of Academic Support, the Dean of any school or faculty, any member of the Campus Police Department and any law enforcement officer or conservator of the peace, and any person specifically authorized by the President orally or in writing who, in making such request, gives notice of the authority given by the President.
- d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of person and property is disruptive conduct.
- e. For reasons of safety and security, all roofs (except those with specifically approved sun decks or work-study areas), balconies, porches, window ledges and mechanical

equipment areas of College buildings are closed to all but authorized employees.

## **B. Penalty and Procedure**

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the judicial procedures of the College. Disruptive conduct as defined may result in penalties ranging from reprimand to dismissal.

## **Drugs**

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under a physician's prescription in accordance with law.

College regulations in conformity with Federal and State statutes governing drug use provide the following:

1. Manufacturing or merchandising drugs or providing others with drugs is prohibited. The penalty for violation of this regulation shall be not less than disciplinary probation nor greater than dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

## **Fires and Fire Safety**

Fires may not be started in campus buildings or elsewhere on the campus unless they are confined to approved fireplaces. This prohibition shall include burning of personal or organizational property. Under no circumstances may fires be ignited in student rooms. Any student who causes a fire through negligence or careless or irresponsible behavior is in violation of this regulation. The penalty for violation of the regulation shall be not less than reprimand nor greater than dismissal. Tampering with fire safety equipment or alarm systems in a student residence may result in the removal of the student from College housing in addition to other penalties which may be applied.

extinguishers, fire alarm systems, smoke detectors or other fire equipment will be considered a violation of this regulation. In addition, not leaving or returning to a building when a fire drill is conducted or when an alarm is given will constitute a violation of the regulation. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal. Tampering with fire safety equipment or alarm systems in a student residence may result in the removal of the student from College housing in addition to other penalties which may be applied.

## **Inspection and Search of Student Living Quarters, Offices, Lockers, or Possessions on Campus**

Routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, shall be announced at least three days in advance; and a College staff member shall be asked to accompany the inspector. The student's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

No student's room, office, lockers, or possessions on campus shall be searched by College authorities unless there is reasonable cause to believe that a student is using his/her facilities for a purpose in violation of Federal, State, or local law or of College regulations and a certificate authorizing the search has been issued and signed by the Dean of Student Affairs or, in the case of graduate students, the Provost. The certificate shall state the source of the information, the violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search.

If a student is confined to or brought to the Student Health Center because of a suicide threat, gesture, or attempt or because of severe emotional or psychological distress, the staff at the Student Health Center has the right to inspect the personal belongings brought to the Student Health Center by or for the student and to remove any life-threatening items.



## Medical and Emotional Emergencies

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Student Affairs, ext. 4387.

## Motor Vehicles, Bicycles, and Pedestrians

### A. Possession and Use of Motorized Vehicles

Students may not have motor vehicles (other than motorcycles and motorbikes) on campus unless they are eligible to register them as follows:

1. The student does not reside in College-administered housing, OR
2. The student has completed 54 semester hours and has completed at least four regular (fall and spring) semesters, OR
3. The student resides at the Dillard Complex and has completed the equivalent of two semesters, OR
4. The student is also a classified or hourly employee of the College, is registered for less than five (5) credit hours, and is paid from the Student Work Budget, OR
5. The student, although otherwise ineligible, has obtained special permission (designated as *restricted permission*) through the Transportation Appeals Council. Forms are available at Parking Services. Permission may be granted upon demonstration that a vehicle is indispensable for employment essential to continuance at the College, for physical disability, or for other essential College-related needs. A student who brings a motor vehicle to campus without prior special permission, in anticipation of receiving that permission, is in violation of this regulation.

Students who would be eligible for a motor vehicle under this regulation may not register a motor vehicle for another student who would not be eligible.

The penalty for a first violation of the motor vehicle regulation shall be not less than reprimand nor greater than suspension for one semester and, for a subsequent violation, shall be not less than reprimand nor greater than dismissal.

College regulations require that all eligible motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Traffic Advisory Council recommends and reviews regulations governing registration of vehicles as well as parking and traffic on the College campus. College motor vehicle regulations, procedures, and penalties are set forth in the pamphlet, *Motor Vehicle Regulations*. The operation of a motor vehicle on the College campus constitutes implied consent for College parking and traffic violations to be handled through informal disciplinary procedures with final written appeals to the Transportation Appeals Council.

### B. Possession and Use of Bicycles

All bicycles owned or operated on campus must be registered with the Campus Police Office, the City of Williamsburg, or some other legal jurisdiction. Violation of this regulation will be subject to the same fine as specified for failure to register a motor vehicle on campus.

All bicyclists are required to operate their bicycles in accordance with the same law that pertains to motor vehicle operation.

If a bicycle is operated at night, it must be equipped with a light on the front and a reflector on the rear.

### C. Parking

Motorized vehicles and bicycles may not be parked in College residences or in any other areas except those designated for student parking. In addition, the Campus Police reserve the right to remove motorized vehicles and bicycles which are in violation of this regulation, even if such removal requires that the chain or lock used to secure the vehicle be destroyed. Vehicles impounded in

this fashion may be recovered through the Campus Police Office.

For more detailed information, students should refer to the pamphlet, *Motor Vehicle Regulations*, available at Parking Services.

#### D. Jaywalking

Pedestrians have the right-of-way over motor vehicles when crossing streets in crosswalks and at intersections. However, jaywalking by pedestrians is not permitted. Jaywalking includes standing, walking, or running in any street which is paralleled by an unobstructed sidewalk other than when crossing the street; and standing, walking, or running in any street in careless or reckless disregard of traffic or of one's own personal safety or in a manner which interferes with the flow of traffic. Where there is no sidewalk, pedestrians should walk on the side of the road facing oncoming traffic.

#### Personal Conduct

Assault and battery, subjecting another person to harassment, abuse, threat, or intimidation are prohibited, as are hazing, pre-initiatory activities, or any other activities which subject another person to mental or physical discomfort, embarrassment, harassment, or ridicule. To contact witnesses or any other party to an incident to intimidate them or to get them to change their testimony is also a violation of this regulation. The penalty for violation of this regulation shall not be less than warning nor greater than dismissal. A student found guilty of sexual assault under this regulation is normally punished by separation from the College, either temporary or permanent.

#### Posters, Banners, Signs, and Demonstrations

Article I, Section C.2 of the "Statement of Rights and Responsibilities" guarantees to members of the College community the "right to hold public meetings, to invite speakers to campus . . . to post notices, and to engage in peaceful, orderly demonstrations." The following guidelines are designed to regulate these processes but shall not be used as a means of censorship:

1. Recognized student organizations,

departments and offices of the College, and members of the College community may place posters on kiosks, bulletin boards and other specifically designated areas around the campus. (*Posters* shall be defined as signs, advertisements, handbills, announcements, and other information devices.)

2. Posters may be placed on campus bulletin boards with the following provisions:
  - a. They may not exceed 14 inches by 22 inches in size.
  - b. They must carry the name of the sponsoring organization and the date (week) of posting.
  - c. Posters must be removed at the end of two weeks unless an extension is granted.
  - d. No advertisement offering paid-for research may be posted on campus. The College reserves the right to remove information posted in violation of this regulation.
3. Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Associate Dean of Students for Activities and Organizations prior to hanging and may be hung only in certain designated areas with the following provisions:
  - a. They must carry the name of the sponsoring organization.
  - b. Banners may be posted for no longer than two weeks unless an extension has been granted by the Associate Dean of Students for Activities and Organizations.
  - c. Signs and banners which are hung near entryways must not obscure vision or entry and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.
4. Banners, signs, or posters may not be posted or hung on trees, poles, walls,

doors, windows, or fences without special permission. Unauthorized signs will be removed.

5. All signs, posters, and banners must conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.
6. Handbills must conform to acceptable community standards and carry the sponsoring organization's name. They may be distributed only outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.

Violation of this policy by individuals or groups will result in disciplinary action. Penalty may range from restitution for damages to disciplinary probation and may include the removal of recognition for the sponsoring organization.

### **Public Performances and Use of College Name**

No person or group of persons shall represent the College in a public performance of any kind unless prior approval has been obtained from the Provost. No person or group of persons shall use the College name unless prior approval has been obtained. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### **Reportable Diseases**

In the event a student is diagnosed as having a transmittable disease, which must be reported to the State Department of Health, the College reserves the right to determine, on a case-by-case basis, whether or not there are conditions which should be established to limit or prohibit the student's continued participation in the College community in the interest of public health and/or the health of the student. This determination shall be made by the Director of the Student Health Service with such consultation as may be appropriate. Specific conditions may include, but shall not be limited to, periodic medical/counseling procedures, confine-

ment to the Student Health Center, reassignment or removal from the residence halls, and/or a medical withdrawal from the College. If, in the opinion of the Director of the Student Health Service, the student's condition requires the immediate exclusion of the student from the residence halls or the campus, such an action shall be considered temporary until the student has an opportunity to receive a full review of the matter by the Director of the Student Health Service.

### **Responsibility for Guests**

All guests are expected to abide by College regulations. Students are solely responsible for the behavior of their guests. The student's responsibility includes restitution for damage to College facilities or other restitution which is necessary. In addition, a penalty not less than reprimand nor greater than dismissal may be imposed.

### **Self-Defense Items**

Stun guns, mace, and other such items are intended for self-defense purposes only. Use in other ways would constitute a violation of College regulations. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### **Sexual Harassment**

The following policy statement on sexual harassment has been approved by all the Faculties of the College:

Every member of the College community has the right to work, study, teach, and conduct research in an environment free from sexual pressure of any kind. Sexual harassment is an infringement on that right and will not be tolerated in any form.

On the other hand, the College recognizes that interpersonal rapport between students and faculty is a natural and desirable aspect of the college experience. Faculty should be aware, however, that a situation in which they have a dual relationship with a student--a professional as well as less formal relationship--has the inherent potential for exploitation. Particularly astute judgment should be exercised when a faculty member is in a position to give grades, letters of recommendation or grants to a student with whom he or she



also has a less formal relationship. In the view of the College, the above described dual relationship is clearly subject to exploitation due to the power imbalance involved.

Any student with a grievance within this policy should first inform immediately the offending party of the unwelcome character of the behavior. If the behavior persists, or if there are any apparent reprisals, the student should inform the relevant department head or dean who, within standing procedures governing imposition of sanctions for misconduct of a faculty member, is charged with responsibility for making inquiries and, if the evidence warrants, prosecuting the matter within stipulated *Faculty Handbook* procedures.

For students who believe they may have been sexually harassed but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal grievance, it may be helpful to discuss their concerns confidentially and informally with the Director of Equal Opportunity and Affirmative Action Programs, with a staff member of the Center for Psychological Services or with another member of the Student Affairs staff.

The Equal Employment Opportunity Commission's "Guidelines on Discrimination Because of Sex," as amended, and Title IX guidelines incorporate the following definitions:

"Accordingly, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment status or admission to an academic program,
- (2) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing, or
- (3) such conduct has the purpose or effect of unreasonably interfering with

an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work or study environment."

### **Solicitation by Students or Others**

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approval for solicitation by students and student groups must be obtained through the Associate Dean of Student Affairs for Activities and Organizations. Approval for solicitation by non-students must be obtained through the Office of the Dean of Student Affairs. The penalty for violation of this regulation shall be not less than reprimand nor greater than suspension.

### **Stealing and/or Damaging Personal Property**

Stealing is the act of taking or appropriating, without right or leave, that which belongs to another with intent to keep or with intent to make use of wrongfully that which was taken. Damaging another's property may also be a violation. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-College community. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

### **Student Identification**

Failure on the part of a student to show an identification card upon the request of a Campus Police officer or other College officials who identify themselves is a violation of College regulations. In addition, the transfer of an identification card to another person or the alteration of an identification card would be violations punishable by penalties ranging from reprimand to probation.

### **Violations of Law**

See "General Policy," p. 92.

### **Weapons, Fireworks, and Toy Weapons**

Firearms and other items generally accepted as weapons may not be on campus. The possession of fireworks or the explod-

ing of fireworks in the residence halls or elsewhere on the campus is prohibited. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Toy, counterfeit, replica, or blank-firing firearms may not be on campus. In addition, toy, counterfeit, or replica versions of other items generally accepted as weapons may not be on campus. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

## **COMPUTER UTILIZATION**

Students at William and Mary may use the academic computing PRIME system for any school-related and non-commercial activities; each student has his/her own account on the PRIME system. In addition to class-assigned work, the computer may prove useful for electronic mail, word processing, developing solutions to lab assignments, etc.

The Computer Center has instituted regulations to ensure 1) that each individual using the computer can be confident in the privacy of his/her work and materials; 2) that no one will be unwillingly subjected to abusive behavior of others using the system; 3) that the resources available to the community are not consumed by only a few individuals; and 4) that electronic vandalism does not destroy the computer or its programming.

### **Privacy and Security**

The account owner is responsible for any activity done under that account. Students are cautioned that the USE OF ANOTHER'S ACCOUNT (WITH OR WITHOUT PERMISSION) CONSTITUTES THEFT. The Computer Center staff will help students determine appropriate ways of sharing projects and files.

Security on the PRIME system is controlled through students' passwords. The Computer Center creates a password for each account, but it should be changed so that the individual is the only person who knows the password. **PASSWORDS SHOULD BE CHANGED FREQUENTLY.**

Note: Any reference to computing systems in the following information includes all Col-

lege-owned, -operated, and/or -maintained computing systems. This includes, but is not limited to, mainframe computers, mini-computers, micro-computers, and workstations.

### **Abusive Behavior**

Abusive behaviors are not permitted. Abusive behavior includes the utilization of computers to harass others in some way, for instance, sending computer mail that is abusive, obscene, threatening, or nuisance. Obscene, vulgar, or derogatory output prominently displayed on a public workstation or printed and left in public output areas is prohibited. Complaints of behavior that seems to constitute misuse of computing facilities will result in an investigation by College officials, and subsequent judicial action will be initiated.

### **Control of Resources**

Students must respect the needs of others when using the computers. The areas where judgement is required include using input and output devices and loading the system.

### **Input Devices**

The chief form of input device is a public access workstation, located in several labs around the campus. During some times of the semester, when all such workstations are in use, computing unrelated to course work, particularly game playing, will be curtailed.

### **Output Devices**

Guidelines for utilization of printing resources are in effect at all times. The regulations vary according to printer, but in no case may computer facilities be used to print multiple copies of newsletters for social organizations (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications. Duplication of these materials must be performed by means other than computer printer.

### **Loading the System**

Particularly during the busier times of the semester, programs requiring great amounts of computer power drastically interfere with the ability of others to get their work done. Accidental overuse of computer power will not be penalized, but students are responsible for avoiding recurrence of this type of inefficiency.



## Electronic Vandalism

The operating system controlling the PRIME computers, for example, restricts the ability of users to interfere maliciously with the rights of others. No shared computer system, however, can be made impervious to concerted efforts to destroy it. Users may not modify an operating system or their privileges under it in any way. Changing the operating systems is fundamentally the same as destroying the computers themselves and is destruction of College property.

"Rules and Regulations Regarding Use/Misuse of Computing Resources" follows and is provided at initial login to the PRIME computers. Users may also type "help rules" for an online listing of these rules and regulations.

### Rules and Regulations Regarding Use/Misuse of Computing Resources

1. Abide by all rules and regulations posted in the terminal rooms, labs, and printer areas.
2. Never log into a computer under another person's ID, and do not use accounts that have not been assigned to you. With or without permission, this constitutes theft of computer resources.
3. Keep your password secret and NEVER give it to any one else. Change it frequently (every 30 days); and if you suspect that your password is known by another user, change it immediately.
4. Do not attempt to penetrate system security:
  - a. Do not attempt to use system passwords. Do not attempt to use other users' passwords.
  - b. Do not attempt to override a system's account or security routines.
  - c. Do not deliberately crash or attempt to crash a system. *System crash* is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations which renders it unavailable for use.
  - d. Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior include the following:

System response is considerably slower than normal due to an in-

dividual's running a program whose major intent is to slow system response.

Workstation behavior is altered from that established by College officials.

5. Never use a computer to annoy or harass anyone; this especially applies to the use of ELECTRONIC MAIL, CONFERENCING, BULLETIN BOARDS, and MESSAGE facilities.
6. Do not transmit or print language which, in the opinion of College officials, is obscene, vulgar, or abusive.
7. Respect posted limits on the use of computer resources, e.g. volume printing; no one has the right to use a computer in a way that hampers the ability of "the average user" to work. For example, do not use the computer printing resources to print multiple copies of social organization newsletters (including mailing lists), private business matters, surveys or questionnaires, or personal communications.
8. If a staff member informs you that something you are doing is causing a problem for a computer system or its users, stop doing it and DO NOT repeat the action.
9. Absolutely no hacking at a system or other public software is permitted. No one may attempt to increase one's rights, to substitute another ID for one's own, or to gain unauthorized access to system material or private material whose owner has not given explicit permission.

*Hacking* is defined as unauthorized access or entry, or attempted access or entry, to computer facilities and/or computer-based data. This definition includes unauthorized attempts to breach security techniques set up to protect a computer system as well as unauthorized experimentation with system hardware, software, and communications systems. This definition applies whether or not there is any intent to obtain, alter, or destroy specific information.
10. College officials reserve the right to access and examine the files and/or actual terminal sessions of any computer user to investigate violations or suspected violations of security and/or policies,

terminal interactions which may be contributing to poor computer performance, or computer malfunctions. In such an event, users whose files or terminal sessions are being examined have no expectation of privacy with regard to their files, data, or communications.

*Interpretation:* Investigations of suspected security or policy violations which require examination of terminal sessions will receive prior approval from the Vice Provost for Computing and Telecommunications or his/her designee. In situations of this nature, College officials will inform the authorized users whose terminal sessions are being examined about the reason for the examination as soon as practicable.

11. Enforcement and application of these rules and regulations shall normally be handled by Computer Center and/or appropriate departmental officials. However, cases may also be referred to

the Honor Council or to the judicial system.

## Violation

Penalties for violation of these rules and regulations shall be not less than warning nor greater than dismissal and include, but are not limited to, the following:

- A. *Warning:* Alerting a student to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
- B. *Loss of computer privileges:* Limitation or removal of computer privileges, including restriction from the use of computer facilities for a period specified by College officials.
- C. *Restitution for damages:* Reimbursement for repairs to computer-related material, equipment, hardware, software, and/or facilities.





# ADMINISTRATION OF UNDERGRADUATE POLICIES AND REGULATIONS

## I. BASIC POLICY

The judicial system at the College of William and Mary exists to ensure a living/learning environment which reflects the values of the institution. Through it, the College seeks to guide students toward the development of personal responsibility, respect for others, and mature behavioral standards.

To ensure that such a system protects the rights of students and the integrity of the College, the following procedures and structures have been established. While this system may have some similarities with the legal system established in the broader community, it should be emphasized that the College's judicial system is essentially educative and administrative in nature and is not governed by narrow legalisms or the same restrictions found in criminal or civil proceedings.

The authority for discipline is vested in the President by action of the Board of Visitors. The President has empowered the members of the Student Affairs Division, the Student Hearing Board, the Honor Council, the Judicial Panel, the Appeals Committee, and the Associate Provost to adjudicate charges of alleged misconduct by students and to levy fair penalties as provided in these procedures. The President reserves at all times the right to designate other persons or to appoint special committees as necessary to aid in the judicial function. While there is no right of appeal to the President, the President further reserves the right at all times to review any decision made and to take such action as shall be in the best interest of the institution.

## II. CHARGES OF MISCONDUCT

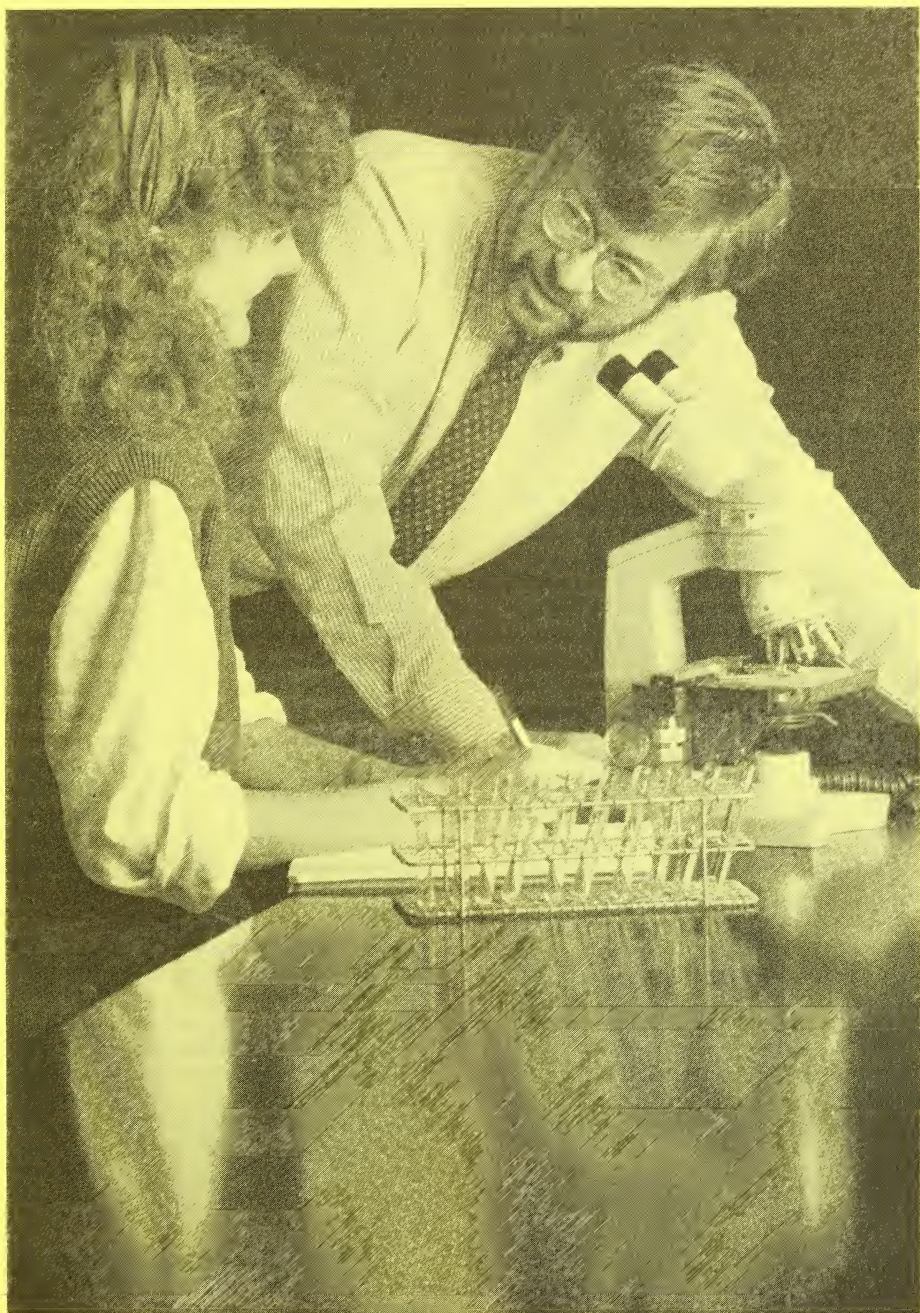
A charge of misconduct (i.e. that a violation of College regulation has occurred) may be made against a student or a student organization by a fellow student; by a member of the faculty, administration, or support staff; by a visitor or a guest to the campus community; or by a member of the local community. Charges of misconduct must be

in writing and shall be filed with a member of the Residence Life Staff, the Office of Academic Support, or the Office of the Associate Dean for Activities and Organizations. Such charges should be submitted within 48 hours of the alleged violation of College regulations. If an alleged violation is not reported within four months of the time it becomes known by the complainant, it will normally be disregarded unless the appropriate administrative officer concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing. When a written charge of misconduct is received, the appropriate member of the Student Affairs staff first determines whether the charge is frivolous (in which case the charge shall be dismissed) and whether the alleged offense is more or less serious.

*More serious cases* (where the alleged offense might be punishable by a penalty of removal from the College's residence halls, probation with loss of privileges, suspension or another form of separation from the College) will normally be adjudicated by the Director of Academic Support, the Director of Residence Life, and/or the Associate Dean for Activities and Organizations or by the Judicial Panel.

*Less serious cases* (when the alleged offense might be punishable by a penalty less than probation with loss of privileges) including, but not limited to, an allegation of violation of residence hall regulations will be heard by an appropriate member of the Student Affairs staff or by the Student Hearing Board. Normally, more informal procedures will be used in deciding these less serious charges. However, the essential elements of fairness require that the student be provided a copy of the written charge; that the student also be provided, upon timely request in writing, with a summary of the principal facts underlying the charge to the knowledge of the appropriate member of the Student Affairs staff, with opportunity to respond on his/her behalf, and to receive written findings for a penalty greater than an oral warning.

A student may elect to have a charge of misconduct adjudicated by either the member of the administrative staff investigating the complaint or by the appropriate hearing body. The student will have up to 24 hours to make this decision. That choice, once made, is irreversible. If the student





does not inform the administrator handling the case of a decision on the hearing option, the case will automatically be referred to the appropriate hearing body. In the event the charge being adjudicated is one of sexual assault, both the accuser and the accused must agree on whether the hearing will be by panel or administrative staff. If the accuser and the accused do not agree, the Dean of Student Affairs, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case. The right of appeal is assured regardless of the method of adjudication selected.

### III. GENERAL PRINCIPLES

A. If students fail to make and keep an appointment with the administrator investigating the charges against them within three days after being properly notified, an additional charge of failure to comply with directions of College authorities may be added (see page ). Proper notification will consist of a written notice to the student sent by certified mail with a return receipt or delivered personally by the College staff. "College staff" is understood to include, but is not limited to, Head Residents and Resident Assistants.

B. If an accused student refuses to appear or otherwise to make him/herself available for a hearing without demonstrating justification for postponement (as determined by the chair of the scheduled committee or the administrator handling the case) and after having received proper notice of the date, time, and place of the hearing, the student will be deemed to have waived the right to appear; and the hearing will be held as scheduled. Absence of the student in such circumstances will not constitute sufficient grounds for an appeal.

C. Students involved in disciplinary proceedings as accused students or witnesses are expected to cooperate and to testify honestly and completely. Failure to do so may be considered a violation of College regulations (see page ) and/or of the Honor Code except that no students will be asked or expected to testify against themselves.

D. A student who withdraws from the College after notification, either orally or in

writing, that disciplinary charges are pending will be notified that the permanent record (transcript) will carry the notation, "Withdrew While Disciplinary Charges Pending." Before such a notation is placed on the record, the student will be given an opportunity to meet with the Dean of Student Affairs to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.

E. All charges of violations of College regulations will normally be heard within ten working days (excluding weekends or intervening College breaks) of the receipt of the allegation of misconduct by the Student Affairs staff except in unusual cases where 1) the Dean of Student Affairs grants a continuance to the administrative officer or 2) the chair of the judicial committee to which the case has been assigned or the administrator hearing the case grants the accused a continuance. A case may not be heard in less than 48 hours unless the student waives in writing the right to 48-hour notification.

F. Information which is not from a firsthand source may be considered in the course of a hearing under certain conditions, i.e., the technical rules of hearsay evidence do not apply. The chair or administrator hearing the case will rule on whether or not such information is appropriate and may be admitted in the hearing. In no case may the verdict be premised solely on such information.

G. Because the College considers the testimony, evidence, findings and penalty confidential (but imposes no such restriction on the student), the hearing is normally closed. Upon the request of the student at least 48 hours in advance and when approved by the committee or administrator hearing the case and by the Dean of Student Affairs, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote or the administrator handling the case may decide to close the hearing.

H. Except in the instance of an oral warning, the student will be notified in writing of the decision in his/her case and the findings on which it was based. If the result is a type of separation, the student will be entitled to attend classes and participate in other College functions until he/she is so informed, unless the committee or administrator hear-



ing the case (with concurrence of the Dean of Student Affairs) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others.

I. In cases where more than one student is charged with misconduct for the same incident, the appropriate administrator or committee may hold a single hearing on the matter; but separate findings must be determined for each student charged in the incident.

J. Administrative officers or committee members may disqualify themselves when unable to function fairly and objectively under these procedures. Similarly, an accused student may request that an administrator or committee member be disqualified for bias. Any such request must be timely, in writing, and set forth the factual basis for the request. The Dean of Student Affairs will decide whether an administrator so charged should be disqualified. The chair of a committee whose member is challenged will decide such challenges unless the member challenged is the chair. In such instances, the decision on disqualification will be decided by majority vote of the committee membership.

K. A student found guilty of a violation(s) of College regulations may have access during normal working hours to the materials in his/her case file. The Director of Academic Support may establish reasonable rules concerning such access to ensure that the record remains complete and accurate. A student found guilty of violating College regulations may request a copy of the tape recording of the hearing or other materials from the case file, and these will be provided upon receipt by the College of reimbursement for the cost of duplication. In those instances where the copying of such material might violate the rights of another person's confidentiality, written permission for release is required from the affected party(ies) as a condition of duplication.

#### IV. THE JUDICIAL COUNCIL

The Judicial Council is a committee of student, faculty and administrative members constituted as follows:

Students - 13 undergraduates (5 seniors, 4 juniors, 4 sophomores) selected on an an-

nual basis by the Student Association Council (SAC). (Any student who is currently on probation or who has previously been suspended or separated from the College will be ineligible for membership on the Judicial Council.) Each year the Student Association Executive Vice President will coordinate an application/selection process. A committee consisting of the Executive Vice President, the Director of Academic Support, and a faculty member who has served as a member of the Judicial Council (all three serving as ex-officio, non-voting members), along with two students who have been Judicial Council members, two Honor Council members and three SAC members, will select Judicial Council nominees from a pool of not more than 30 names submitted by the Executive Vice President. The Student Judicial Council nominees will be submitted to the SAC for election.

Faculty - Five full-time members of the faculty appointed on an annual basis by the Provost of the College.

Administrative Staff - Four members of the Student Affairs Division appointed on an annual basis by the Dean of Student Affairs.

The term of office for all members begins the day after classes end in the spring semester and runs through the last day of classes the following spring semester. Should a vacancy occur on the Council or should additional, temporary Council members be required, the Dean of Student Affairs is empowered to make the necessary appointments.

The Office of Academic Support provides assistance to the Judicial Council and Appeals Committee by implementing a training program; organizing and scheduling the Student Hearing Boards, Judicial Panels, and Appeals Committees; and providing for recordkeeping and other support needs.

The Judicial Council serves two functions with the membership alternating in its role in a manner appropriate to each function:

A. The Student Hearing Board hears less serious cases when the student requests a committee hearing. The Student Hearing Board consists of the undergraduate members of the Council. Three members will adjudicate each case, each three-member board selecting one of its members as chair. A fourth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Board will be designated as recorder.

The recorder will summarize the evidence presented and the findings of the Board (indicating the reasons for the verdict and penalty, if the finding is one of guilt). This summary should be filed in the appropriate Student Affairs office within 48 hours of the hearing along with a copy of the written notification to the student of the decision of the Board. At the request of a Student Hearing Board, the Student Affairs staff member assigned to investigate the alleged charge may present the information supporting the charge. Appeals of Hearing Board decisions (or decisions of the same degree of seriousness heard by an administrator) will be reviewed in accordance with the principles outlined under "Appeals of Judicial Actions" (p. 109) by the Director of Academic Support or designee.

B. The Judicial Panel hears more serious cases when the student(s) has requested a committee hearing of the charge. On an annual basis, the full membership of the Judicial Council will elect two of its members to serve as chairs for this hearing function. (In the event neither elected chair is able to preside over a hearing, the Director of Academic Support will designate a temporary chair for the hearing.) Five Council members will comprise a Judicial Panel. One of the five will be an elected or designated chair. The members for each hearing will be as follows: three undergraduate students, one faculty member and one Student Affairs administrator. A sixth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Panel will be designated as recorder. Judicial Panel proceedings will be tape recorded. In addition, the Recorder will provide a summary of each hearing as described previously (p. 108).

Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Judicial Panel will be empowered to review all aspects of the charges and reach a final disposition. In such situations, two of the three student members on the Judicial Panel will be Honor Council members appointed by the Chair of the Honor Council. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council.

### C. Judicial Panel Procedures

1. The Student Affairs administrator responsible for the case will schedule a hearing

with the Judicial Panel and inform the student in writing at least 48 hours in advance of the date, time and place of the hearing and of the exact charges against the student. The administrator will also provide the student with the principal information in support of the charges of which the administrator is aware at the time.

2. It is the responsibility of the accused student to secure the presence of the witness(es) desired at the hearing. The accused student may request that disciplinary action be taken against any student witness who refuses to appear or to testify so long as appropriate, verifiable notification was provided the witness(es). This action is authorized by the College regulation "Failure to Comply."

The Student Affairs administrator will notify all available witnesses required to support the charges of the date, time and place of the hearing.

3. A student may request one continuance of the hearing, citing the reason(s) for the request in a written statement to the chair of the scheduled hearing panel at least 48 hours in advance of the hearing, if possible. Supporting documentation should be provided where appropriate. Grants of continuance will be the decision of the chair of the scheduled panel.

4. The student shall have the right to be advised in the hearing by a person of his/her choosing, including legal counsel. Such an advisor may not participate in the proceedings, including examining witnesses or arguing the case to the panel or administrator, except as the chair or administrator hearing the case may authorize. The proceedings shall not in any case be governed by rules of courtroom procedure. In the event a student decides to have legal counsel for the hearing, the College reserves the right to have its own legal counsel or advisor present. In those cases where the charge being adjudicated is sexual assault, the accuser shall also have the right to have present in the hearing a person of his/her choosing. This person will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.

5. The conduct of the hearing is the responsibility of the chair. The chair introduces the members of the Panel and summarizes any special situations pertinent to the case or the hearing. The Student Affairs member presenting the case will brief the Panel on the charges and the nature of the case. The student will be given an opportu-



nity to respond to the charge(s) and/or to make an opening statement. The presenter will introduce the evidence and question the witnesses present to support the charge. Following such questioning of each witness, the Panel and then the student will be invited to question the witness.

The student will then have a similar opportunity to introduce evidence and present and question witnesses. Such witnesses may then be questioned by the Panel and by the presenter. At the conclusion of this presentation of evidence, the presenter and the student will be given an opportunity to present summary remarks to the Panel. Rebuttal remarks will also be allowed at the discretion of the chair.

6. The Panel will meet in closed session to determine whether or not the student has violated the regulation(s) as charged. For a finding of guilt to be reached, at least three of the five Panel members must conclude that the evidence in support of the charge is clear and convincing.

7. Once a decision is reached, the Panel reconvenes to notify the student and the presenter of the decision. If the student(s) is found guilty, the Panel will be briefed by the presenter on any previous violations of College regulations by the student, any precedent for similar situations, and any administration recommendations concerning penalty. The student will be given an opportunity to make a statement concerning penalty, and if desired, to call character witnesses. The number of character witnesses may be limited by the chair. The Panel will again meet in closed session to decide a penalty by majority vote, after which it will reconvene and announce its decision.

8. Within 48 hours of the conclusion of the deliberations (except when a weekend intervenes), the chair will normally provide the student with written confirmation of the verdict.

9. As soon as possible after written confirmation of the results of the hearing (but no later than 48 hours, except when a weekend intervenes), the Director of Academic Support or designee will be available to a student found guilty to discuss the impact of the decision on the student and to review the appeal process.

10. The recorder will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the verdict and any penalties assigned. The chair of the Panel will sign the summary along with the recorder as a testimony to its

accuracy. The letter of notification, the summary, the tape(s) and all evidence normally will be filed within 48 hours in the Office of Academic Support (unless a finding of "not guilty" occurs).

11. In those instances where a student is charged with a serious violation of a College regulation and elects for the charges to be adjudicated by an administrator, the same standard steps as outlined above shall be followed with appropriate allowances for the difference in structure.

12. When a Panel separates a student from the College and attaches special conditions to the readmission of that student, a similar Panel of five persons will be appointed at the appropriate time to determine whether the student has met the conditions necessary for reinstatement. The Panel will be given access to all file materials from the original hearing, may require the student to make a personal appearance before the committee, and may solicit other information to reach a decision. The same general procedures employed in the original hearing will be followed with the same rights assured to the applicant for reinstatement.

## V. APPEALS OF JUDICIAL ACTIONS

A student who wishes to appeal a finding of an administrative officer or a judicial committee (including the Honor Council) must do so within five calendar days following written notification of the decision. Similarly, the individual reviewing the appeal or the Appeals Committee will normally decide the appeal within five days of its receipt. The Dean of Student Affairs, or designee, may for good cause extend any of the time limits for appeal.

An appeal must be in writing and must clearly cite the reason(s) for the appeal and the evidence supporting it. The individual or committee hearing the appeal for its merit will have access to the full record of the case and may invite the appellant to make a personal appearance to discuss the appeal. In such instances, the administrator who adjudicated the case or the chair of the judicial committee whose decision is being appealed may also be invited to be present to respond to the appeal. Written notification, including the reasons for the decision, will be provided to the student and the administrator or board as appropriate. A copy of the appeal findings and all correspondence will be made a part of the case file in

the Office of Academic Support. If the penalty being appealed includes a form of separation from the College, the accused shall not take part in any College function except scheduled classes. In those cases where the committee or administrator (with the concurrence of the Dean of Student Affairs) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others, class attendance may also be prohibited.

A. Appeals of Student Hearing Board decisions or administrative decisions in cases of a similar level of seriousness are considered by the Director of Academic Support or designee. The Director acts on behalf of the President in all such appeals. The Director may decide that 1) there is no basis for appeal, 2) that an incorrect verdict was reached, and/or 3) that the penalty administered is inappropriate and will be decreased.

B. Appeals of Judicial Panel decisions and administrative decisions in cases of a similar seriousness and Honor Council decisions will be reviewed by the Appeals Committee. The Appeals Committee consists of nine members: three administrators (not members of the Student Affairs Division), three faculty members appointed annually by the Provost, and three students elected annually by the Student Activities Council. Should temporary Appeals Committee members be required, the Dean of Student Affairs is empowered to make the necessary appointment(s).

When an appeal is filed, the Dean of Student Affairs will appoint one administrator, one faculty member and one student to hear the appeal on its merits and will designate one of the three as chair for the review. A fourth Appeals Committee member will be designated as recorder who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations. The Committee is empowered to determine either 1) that the appeal is without merit or 2) that the verdict and/or penalty should be reviewed. If the Appeals Committee decides that a decision should be reviewed, the Associate Provost or designee is responsible for making that review. The Associate Provost may reverse the verdict, may order a rehearing before a new panel, or may decrease the penalty.

C. Grounds for appeals include the following:

1. Procedural irregularity severe enough to have denied the student a fair hearing. Minor procedural deviations will not be sufficient to sustain an appeal.
2. Discrimination on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin.
3. Lack of substantial evidence to support the decision.
4. Significant new evidence unknown by the student at the time of the hearing and pertinent to the case.
5. An excessive or inappropriate penalty.

## VI. RECORDS OF ACTIONS TAKEN

When a student is found not guilty of a charge, all statements of charges will be destroyed; and there shall be no reference to these proceedings in the student's official educational records.

Penalties involving any interruption of a student's registration at the College are posted on the student's transcript while the student is ineligible to enroll. Information concerning such penalties is permanently maintained even though the notation placed on the student's transcript is removed once the student becomes eligible for readmission.

All information concerning penalties less than suspension is expunged from the record at the time of graduation.

## VII. PENALTIES

The following penalties may be levied individually or in combination with other penalties:

A. *Warning* - An oral or written notification confirming that a violation of College regulations has occurred and that a repeat offense may result in a more severe penalty. No student may receive more than two warnings in an academic year without more serious action being taken.

B. *Loss or restriction of privileges* - Limitation or removal of social or personal privileges including, but not limited to, entertainment of guests in the private areas of a residence hall, participation in social activities sponsored by the College or a residence hall, and/or the right to operate an automobile on campus, provided the penalty is consistent

with the offense committed. In addition, a student's current or subsequent year's Housing Agreement may be terminated or special conditions attached to it, or the student may suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year if such a penalty is appropriate.

C. *Restitution* - Requiring a student to reimburse the College, appropriate individual or vendor for damage, personal injury, or misappropriation.

D. *Task participation* - Requiring a student to participate in assigned tasks which are appropriate to the regulation violated or the behavior displayed.

E. *Disciplinary probation* - Continued enrollment but under stated conditions. Probation constitutes a warning that further misconduct or violation of College regulations during the period of probation may be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.

F. *Probation with loss of privileges* - Continued enrollment but exclusion from participation in any College, fraternal, and/or other student extracurricular or social activity for a specified period of time. Such probation also constitutes a warning that further misconduct or violation of College regulations during the period of probation shall be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.

G. *Suspension\** - An involuntary separation from the College for a period determined by the appropriate committee or administrative officer during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The student is not permitted to return to the campus without prior written consent from the Director of Academic Support. At the end of the period of suspension, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her return. The penalty of suspension is noted on the student's transcript but is removed once the period of suspension has been completed.

H. *Expulsion\** - An involuntary separation from the College during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by a committee or ad-

ministrative officer when the student may petition for reinstatement. In such instances, the student must first satisfy the committee or administrative officer by his/her conduct and record that s/he is in fact entitled to reinstatement. During the period of separation, the student is not permitted on campus without prior written consent from the Director of Academic Support. The penalty of expulsion is noted on the student's transcript but is removed if the student is reinstated to good standing at the College.

I. *Permanent dismissal\** - Involuntary separation of the student from the College without future readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The penalty of dismissal is permanently noted on the student's transcript.

J. *Interim suspension\** - The President has empowered the Dean of Student Affairs to suspend a student in extraordinary circumstances pending a full hearing before the appropriate judicial body or administrator. Such action is authorized when it is necessary to preserve the educational process or the health or safety of the student or of other members of the College community. In such instances, the student will be afforded an opportunity to confer informally with the Dean of Student Affairs and an opportunity to show why his/her continued presence does not pose a threat sufficient to impose the suspension. A full hearing will be scheduled for the student within ten working days or as soon as the student's condition permits. When the sanction of interim suspension is imposed, the student must leave the campus immediately and may not participate in academic, extracurricular, or other activities of the College. During the period of interim suspension, a student is not permitted on the campus without prior written consent from the Dean of Student Affairs. See also "Medical and Emotional Emergencies," page 97.

\*These penalties may be administered even though the student has not previously been placed on probation or otherwise disciplined.



## VIII. SPECIAL REGULATIONS FOR RECOGNIZED STUDENT ACTIVITIES AND ORGANIZATIONS

As a condition of recognition by the College, all student organizations must abide by the rules and regulations of the College as well as by the terms of contracts and agreements into which they enter with the university. Recognized organizations and sponsored activities are subject to the same rules and regulations as individual students and may be held accountable for their actions even though the university pursues charges of misconduct for the same incident against individual members of the group. An organization will be deemed culpable for its conduct when it can be demonstrated that 1) the activity involved such a significant number of members of the organization that a reasonable person would conclude that the activity was clearly a function of the organization, and/or 2) the organization, either in whole or in part, planned and/or implemented and/or condoned the action from which the complaint arises, and/or 3) the organization knew or should have known about the activity and failed to act responsibly in preventing it. The university also reserves the right to hold an organization responsible for violations of College regulations which occur on or adjacent to property or facilities assigned to the organization for its use.

In the case of alleged misconduct by a recognized organization, the organization shall have the right of a hearing by the Associate Dean of Student Affairs for Activities and Organizations or the Judicial Panel. The same general procedures that apply to individual misconduct will be followed (see page 101).

Penalties for organizations found to be in violation of College regulations include:

A. *Warning* - Written or oral notification confirming that a violation of College regulations has occurred. Warning is a caution that repetition of the behavior or other misconduct may result in a more severe penalty. An organization may not receive more than two warnings in an academic year without more serious action being taken.

B. *Loss or restriction of privileges* - Limitation or removal of social privileges including, but not limited to, the opportunity to schedule social functions, to use College facilities or vehicles, or to post notices. In addition, consistent with the provision of written agree-

ments (should such exist), an organization's assignment to space may be cancelled and/or other privileges removed.

C. *Restitution* - Requiring an organization to reimburse the College, appropriate individual(s), or vendor(s) for damage or misappropriation.

D. *Task participation* - Requiring the members of an organization to participate in assigned tasks or service projects appropriate to the regulation(s) violated.

E. *Probation* - Continued recognition and operation of the organization but with a warning that further misconduct during the period of probation may result in the organization's loss of institutional recognition. Stated conditions may be attached as terms of continuance during the period of probation.

F. *Probation with loss of privileges* - Continued recognition of the organization but with loss of the right to sponsor or participate in all extracurricular and/or social activities for a stated period of time. The organization is cautioned that further misconduct during the period of probation may result in a loss of recognition.

G. *Suspension* - Institutional recognition is removed for a stated period of time. During the period of suspension, the organization will be denied the use of all College facilities and resources, and may not in any way participate in or sponsor any extracurricular or social activity on campus. At the end of the prescribed period of time, the organization will be allowed to re-form subject to any condition(s) set forth at the time of suspension.

H. *Termination* - Institutional recognition is removed, and the organization is banned from the campus for an indefinite period of time.

Appeals - See p. 105.

## IX. SPECIAL PROCEDURES FOR VIOLATIONS REPORTED AFTER THE LAST DAY OF A SEMESTER OR DURING THE SUMMER SESSION

When a student or organization is charged with a violation of College regulations after the last day of classes in a semester or during the summer session and the individual or organization requests a hearing by committee but the regular judicial body is unable to meet, one of the following options may be selected by the student or organization:

A. The case may be heard by a special

three-member panel consisting of members of the faculty, the Student Affairs staff, and the student body (if practical). This special committee will be appointed by the Dean of Student Affairs, and the customary hearing procedures will be observed. Other than administrative review, this is the only option available to a student completing degree requirements in the term in which the charge originates.

B. A case may be deferred until the beginning of the following semester provided that such a deferral, in the opinion of the Director of Academic Support and/or the Associate Dean for Activities and Organizations (in the case of recognized student organizations), would not preclude a fair hearing due to the loss of evidence or unavailability of witnesses.

## THE HONOR SYSTEM (Undergraduate)

### HISTORY

Among the most significant traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, in the hope that all students are concerned with the strict observance of the principles of honorable conduct which they, upon matriculation, pledge to uphold for their own sake, for the sake of other students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely knit group, at times numbering fewer than a hundred; and a violation of the College code of discipline was punished by ostracism. Because of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor Code as a system. It was assuredly emerging in one

form or another prior to the year often claimed for its official establishment, 1779, when the College was reorganized under Jefferson's leadership; and minor details of administration have changed from time to time to meet contemporary needs and conditions.

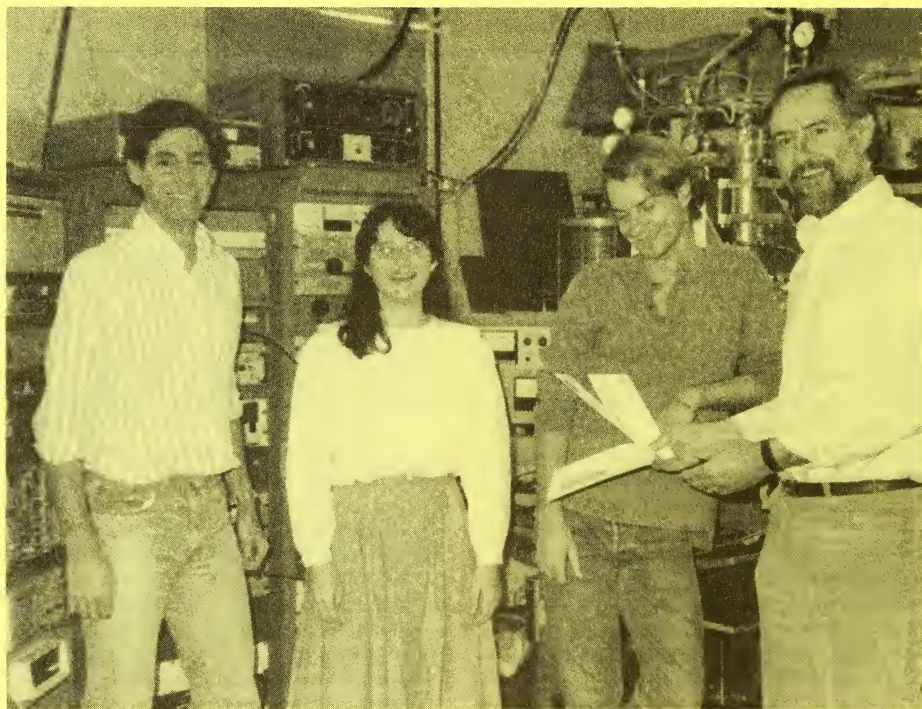
From its earliest days, the College has evinced an interest in the character of its students. In 1736 the College Statutes expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie . . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct . . . conducive to the Honor and Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1778, which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion . . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the Honor System in an address to a group of law students: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character . . . His honor is the only witness to which we appeal . . . ."

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life but is a coeducational institution, serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic values





but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas—lying, stealing, and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely “in the hands of the President and faculty” until the twentieth century when student government was instituted at William and Mary. Today the Honor System is student-administered through an elected council.

Whereas the present administration of the Honor System by the students through an elected council evolved during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

## MEANING

Under the Honor System, it is assumed that every student has an express interest in preserving the integrity of the College community, for himself/herself as well as others. Primarily, the function of the Honor System is to educate—to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and it is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the Code.

The effectiveness of the Honor System is dependent upon the students' acceptance of their responsibility toward that system. The very assumption that a person is worthy of trust is a powerful factor in ensuring that confidence will be deserved.

When students matriculate, they pledge to abide by the Honor Code, thus indicating publicly their acceptance of the system and their intentions to live by certain principles.

That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it provides an atmosphere in which the honorable student can act with individual responsibility, while providing a way to sanction those who violate this Code. With a breach of the Code, the Honor System becomes more than a matter of individual morality alone and emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system, its precepts are supplemented and reinforced: supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which come from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing, or cheating nor tolerate such behavior among fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility to make the moral choice of upholding, not only one's personal honor, but the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective that each student acknowledge that he/she will not accept dishonorable conduct among his/her peers. Therefore, the responsibility of students to report infractions of the Honor Code that they may witness is a vital part of the student-administered system. Such reporting is not depriving honor of its personal sanctity because, along with an inner morality, there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper, not only of his/her own honor, but in a sense that of other students as well. Forcing one to report infractions under fear of penalty oneself is a contradiction of the role of the individual and one's responsibility to others living under the System. Therefore, the stimulus to report an infraction a student witnesses must come from within the particular student and not from written law. Such is the essence of honor.

The students administer the Honor Code through one Honor Council elected by vote of all undergraduate students. Unless specified, candidates will follow election procedures of the organization running the election. Whenever a student is accused of a breach of honor, the Council has the power and the duty to investigate the alleged offense and, if necessary, to conduct a hearing or trial. In addition, the Honor Council is responsible for explaining the Honor System to entering students during the College orientation period and for providing judicial review for the Student Association Constitution and Bylaws.

The Honor Council is composed of six senior, six junior, and six sophomore representatives. The Chairperson is chosen from among the senior representatives by both the newly elected members on the Council and its outgoing members. The Vice Chairperson is chosen from among the remaining newly elected representatives in the same fashion. A permanent Office Secretary is chosen from among the newly elected sophomore and junior members in the same manner. These provisions shall be in effect unless by a two-thirds vote the Council chooses to bypass them. In case of a tie vote for the Chairperson, the Vice Chairperson, or the Secretary, the outgoing Chairperson shall cast the deciding vote. A secretary for each trial shall be chosen on a rotating basis.

When a breach of honor is reported, it shall be referred by the Chairperson to an investigating committee. The committee shall be composed of three of those members not sitting on the trial.

In the event a member of the Honor Council does not fulfill the responsibilities as a Council member, a vote of at least 11 members of the Council shall initiate impeachment proceedings. The proceedings shall include a meeting of the Council at which time the impeached member may justify his/her actions. If at least 15 Council members participating in the proceedings believe the impeached member has willfully avoided, or unjustifiably neglected, his/her duties or failed to uphold the principles of the Honor Code, he/she shall be dismissed. The dismissed member may appeal to the President of the College or his designated representative. In the event that a



Council member is impeached or is unable to fulfill his/her responsibilities, the Chairperson shall appoint a new member from the corresponding class of the undergraduate student body after his/her appointment has been approved by two-thirds of the Council.

## PRINCIPLES

### Pledge

Upon matriculation, each student is automatically subject to the provisions of the Honor System. The Honor Council meets with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of orientation, it is anticipated that students understand what is expected of them under the Honor System and that infraction of the Honor Code at any time during their student days may be punishable by dismissal from the College. All students are members of the Honor System, and it is stressed that ignorance of the provision of the Code is at no time an excuse for violation of the Code. From time to time, a professor may require students to sign a formal pledge on work as a reminder to students that they are subject to the provisions of the Honor Code.

### Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, and lying. Under the present system, these infractions are defined as follows:

**1. Cheating.** Fabricating written assignments; giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations; and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating. An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or a grade.

*Plagiarism* is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to ob-

serve them, or deliberate intent to deceive. The presence of a significant amount of plagiarized work shall constitute sufficient evidence of a breach of honor.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, the instructor shall bring a charge of cheating before the Honor Council. In trying the case, the Honor Council shall assume that all students enrolled in the College of William and Mary are cognizant of proper scholarly procedures, and understand that the following principles apply at all times:

- a. All quoted material must be identified by quotation marks, indentation on the page, or other recognized method; and the source must be clear.
- b. Any information, idea, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge"--that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.
- c. Students should assume that they are neither to give nor to receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual instructor.

Ignorance of the preceding criteria is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious



should be referred to the Council; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

**2. Stealing.** Stealing in academically related matters is the act of appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting other in such acts.

Removing books from the College Library without checking them through the proper channels is stealing. Students' use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantages to the students of the open-stack system, in terms of ease of research and intellectual stimulation, make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations. All students are members of the Honor System, and it is stressed that ignorance of the provisions of the Code is at no time an excuse for violation of the Code.

**3. Lying.** Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with the case and determining the penalty. It is important that students be aware that lying is a violation of the Honor Code whether the false statement is made to another student or to any College official, including but not limited to Campus Police officers, administrators, and faculty members.

*Forgery* is considered an act of lying and, thus, an honor offense. As defined by the

Honor Council, it includes the unauthorized signing of a College document.

Falsely testifying before the Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before the Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

The use of one paper to fulfill the requirements for more than one course shall be considered a violation of the Honor Code, unless the student has received prior permission to do so. If the student wishes to use a paper written during a previous semester, he/she must receive permission from his/her current instructor. If the student wishes to use one paper for two courses taken concurrently, he/she must receive permission from both instructors. All papers will be assumed original to the course unless the above procedure is followed. Under this assumption, any student not following this procedure shall be considered guilty of lying. All students are members of the Honor System, and it is stressed that ignorance of the provisions of the Code is at no time an excuse for violation of the Code.

## PROCEDURES

### Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility, not only to act honorably, but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he/she will not accept dishonorable conduct among his/her peers. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

To initiate proceedings, it is necessary for any person believing a breach of the Honor Code has been committed to challenge the student accused of the act and offer him/her the opportunity to resign from the College immediately, without the expectation of read-

mission, or to report himself/herself to the Honor Council. To contact the Council after one has been accused is not an admission of guilt. It is instead a demonstration of willingness to cooperate with the system. If the accused does not report himself/herself to the Honor Council within 24 hours, the accuser must report the case.

### **Investigations of Alleged Dishonorable Practices**

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Chairperson to appoint an investigating committee consisting of three members of the Council, one of whom is designated as chairperson of the investigating committee. It shall be the duty of the committee to contact the accused, the accuser and witnesses, as well as to examine available evidence to discover any information relevant to the alleged violation. This should be done as soon as possible after the Council is notified of a possible violation. The investigating committee should meet to determine whether or not there is sufficient evidence to warrant a trial. The committee should then notify the Chairperson of the Council whether or not a trial should be held.

There shall be no discussion between members of the investigating committee and other members of the Council prior to the trial.

If a trial is to be held, the investigating committee chairperson, or another designated member, should appear as a witness to report on the results of its investigation. This person will appear in addition to all other witnesses who may possess relevant information. The committee will also be responsible for obtaining any pertinent evidence (for example, the tests or papers in question in cheating or plagiarism cases, etc.) for the trial.

### **Witnesses**

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College. Falsely testifying before the Honor Council is in itself a violation of the Honor Code.

Witnesses have the right that neither their

person nor their property shall be insulted, molested, threatened, or damaged because of their part in the trial. If they believe that their rights have been infringed, they should report the matter to the Discipline Committee for further action.

### **Failure to Stand Trial**

Should a person leave the College after having been challenged without notifying the Honor Council of the accusation, the accuser shall report the name of the accused and the breach of the honor to the Chairperson of the Honor Council. The Honor Council shall then record the facts of the case and advise the Director of Academic Support that the student withdrew under suspicion of a breach of honor. A notation of "withdrew while Honor Council charge pending" shall be entered by the Registrar on all of the student's official records. Before such a notation is placed on the record, the student will be given an opportunity to meet with the Dean of Student Affairs to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.

If accused students refuse to appear or otherwise make themselves unavailable for trial without demonstrating adequate justification for postponement (as determined by the Council), and after having received adequate notice of the date, time and place of the hearing, the accused shall be deemed to have waived their right to appear. Under such circumstances, the Council reserves the right to hold the trial in the absence of the accused, and absence of the accused shall not constitute sufficient grounds for an appeal of the Council's decision. The Council shall appoint one of its members to represent the interests of the accused if it becomes necessary to hold a hearing under these conditions.

### **Rights of the Accused**

The accused shall have the following rights in the event he/she elects to stand trial:

1. A right that the charge against the individual be reduced to writing and served on him/her personally at least 48 hours in advance of the trial by some member of the Honor Council. If these charges are so vague or indefinite as not to ap-

- prise the accused fairly of the charge(s) against him/her, the accused may ask for a more definite statement as to time, place, and any other particulars relevant to the case, which shall then be furnished promptly and in advance of the trial.
2. A right to a written statement of the individual's rights and duties with respect to the trial and the procedure thereof as prescribed. This shall be given the accused at the same time he/she is served with notice of the charge(s) against him/her.
  3. A right to seek the advice of persons in the College community, including but not limited to students, College officials, Campus Police officers, administrators and faculty members. Any matters discussed can be disclosed and are not considered confidential.
  4. A right to seek the advice of persons outside the College community, including but not limited to parents, spiritual advisors and employers. All matters told in confidence may not be disclosed.
  5. A right to a closed trial with the option to request an open trial. The request of an open trial must then be approved by the Honor Council and the Director of Academic Support.
  6. A right to ask anyone who will not serve as a witness and is not a member of the Honor Council to serve as his/her counselor, including legal counsel at his/her own expense. Such an advisor may not participate in the proceedings, including examining witnesses or arguing the case to the Honor Council except as the Chair may authorize. The proceedings shall not in any case be governed by rules of courtroom procedure.
  7. A right to have the Honor Council appoint a member of the Council as a procedural advisor. The procedural advisor shall serve as an informed member, familiarizing the accused with investigation and trial procedures, but shall not aid in the preparation of the defense of the accused.
  8. A right to a trial at a proper time and place; a right that the trial not be held with undue haste nor that it be postponed unnecessarily. Trials shall not be held for excessively long periods of time without recess or at unseemly hours. In general, there should be a recess every two hours; and no trial should continue past midnight without the consent of the accused, though members of the Council, if they so desire, may deliberate until a majority asks that proceedings be recessed.
  9. A right to summon witnesses and to testify in one's own behalf; but the number of character witnesses, if any, may be reasonably limited by the Council.
  10. A right to be confronted with the witnesses and to question them.
  11. A right, where practicable, to know the nature of and examine the evidence against the accused before the trial.
  12. A right to have the opportunity to make a final statement and to make a rejoinder to a final statement made by the accuser.
  13. A right not to be tried for one offense (e.g. cheating) and convicted on another (e.g. lying) before the Council, without the same opportunity to defend oneself against any other charge.
  14. A right that a wife/husband, father or mother, brother or sister of the full blood, the half blood, or by legal adoption may not testify against one without one's consent.
  15. A right, before official notification by the Director of Academic Support of the verdict and penalty, to attend classes and to participate in any College function which will not directly affect one's candidacy for graduation.
  16. In cases where more than one student is charged with an honor offense, the Council may hold a single hearing on the matter; but separate findings must be determined for each student charged in the case.
  17. A right, even though guilty, to present evidence of extenuating circumstances.
  18. A right to an acquittal unless at least six out of seven of the Council believe that the charge or charges against the individual have been proved beyond a reasonable doubt.
  19. A right to appeal a finding of guilt and the propriety of the penalty to the Appeals Committee and, if the appeal is found to have merit, to the Associate Provost (see "Appeals of Judicial Actions").
  20. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
  21. A right that neither one's person nor one's property shall be insulted,



molested, threatened, or damaged because of one's part in the trial. If one feels that one's rights have been infringed, the matter should be reported to the Discipline Committee for further action.

### **Duties of the Accused**

The accused shall have the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.
2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose the accused to the probability of criminal prosecution, in which case the accused, if not wishing to answer, shall so state.

### **Rights of the Accuser**

The accuser shall have the following rights in the event of a trial:

1. A right to appear as a witness to present one's case and to be present during the presentation of the evidence and the questioning of witnesses in order to satisfy oneself that the complaint is being properly heard.
2. A right to make a closing statement at the conclusion of the hearing.
3. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
4. A right that neither one's person nor one's property shall be insulted, molested, threatened, or damaged because of one's part in the trial. If the accuser feels that his/her rights have been infringed, the matter should be reported to the Discipline Committee for further action.

### **Duties of the Accuser**

The accuser shall have the following duties:

1. A duty to challenge the student as is specified under "Reporting a Breach of Honor."
2. In the event of a trial, the duty to appear as a witness.

### **Rights of the Council**

1. In those cases where the accused chooses to be represented by legal counsel, the Council reserves the right to have its own legal counsel present. The Council also has the right to be informed of the accused's intent to have legal counsel present at least 48 hours prior to the trial.
2. If the decision of the Council is overturned in the review process, the Council shall have the right to appeal to the Associate Provost within five calendar days after notification. This request should be made in writing promptly after notification of the finding to the Council by the Director of Academic Support or his/her delegated representative. If the decision of the Council is overturned through an appeal to the Associate Provost, the Council shall have the right to appeal to the President of the College. Appeals must be made within five calendar days after notification.
3. Council members shall have a right that neither their persons nor their properties shall be insulted, molested, threatened, or damaged because of their parts in the trial. If members feel that their rights have been infringed, they should report the matter to the Discipline Committee for further action.

### **Conduct of Trial**

1. The trial shall be conducted according to fair and equitable procedures and shall not be bound by common law rules of evidence or procedure.
2. Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Judicial Panel, and not the Honor Council, will review the charges and reach a final disposition. In such situations, two of the three student members on the Judicial Panel will be Honor Council members appointed by the Chair of the Honor Council. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council, and the Judicial Panel Procedures will apply (see "Administration of Undergraduate Policies and Regulations").



3. Every trial shall be conducted by a Council of seven members. In the event that seven members of the Council are not able to hear the case, the trial may proceed with fewer than seven but no fewer than five members, but only if the accused gives written consent. Should some of the regular members be unavailable, the Chairperson, with the advice of the members who are available, may appoint any member of the undergraduate student body as a temporary member of the Council. In the absence of the Chairperson, the Vice Chairperson shall perform all the functions that would otherwise be performed by the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the remaining members shall elect an acting Chairperson.
4. The Chairperson of the Council shall preside.
5. The Chairperson may require any person disrupting the orderly proceedings of the trial to leave.
6. The Chairperson reserves the right to declare a recess at any point in the trial.
7. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.
8. The questioning of the accused and all witnesses shall be initiated by the chairperson of the investigating committee. If the chair of the investigating committee has written testimony from a material witness who cannot appear, it is necessary to secure a written statement from the accused waiving the right to question that witness in order to introduce such evidence. When the chairperson of the investigating committee has completed questioning, each member of the Council shall have the privilege of asking additional questions. Then the accused may ask that witnesses questions (except when the right to question a witness who could not appear has been waived). When this questioning is completed, the witnesses may be asked additional questions by any member of the Council. The accused may then ask additional questions and so on, until all parties are satisfied, for the time being, that the witnesses can furnish no further information. Hearsay evidence may be heard, at the discretion of the chairperson, when some useful purpose may be served thereby and there is some guarantee of its reliability. The chairperson shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedure set forth in above provisions.
9. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine the material during the course of the trial.
10. Witnesses may be recalled by the accused or at the discretion of the Chairperson of the Council.
11. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.
12. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College.
13. No one except the seven members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.
14. If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he/she shall be deemed guilty as charged; otherwise, the individual shall be acquitted. There shall be no abstaining vote. In determining guilt or innocence, it is not proper to consider extraneous matters not brought out at the trial.
15. The Council, after finding the accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty.
16. If the finding is one of guilt, that fact shall be reported in writing to the Director of Academic Support along with the recommended penalty and any alleged exceptional extenuating circumstances. The accused should be notified in writing only of the finding of guilt and told that the Director of Academic Support will in due course notify him/her of the penalty.
17. If the finding is one of innocence, that fact shall be reported in writing to the Director of Academic Support. The accused should be notified in writing of that finding and cautioned that the trial may be reopened for good cause within

- a period of two weeks at the written request of any interested persons.
18. A verdict of acquittal is not final during the two-week period, and the case may be reopened for good cause shown at the request of any interested party. The members of the Council who sat on the first trial will decide whether the trial shall be reopened. A request to reopen shall be made in writing to the Chairperson by the interested party. The trial shall be reopened only if there is newly discovered evidence, provided that the availability of such evidence was unknown at the time of the first trial and provided further that such evidence, in the opinion of the majority of the Council, would likely change the result of the original trial. If so reopened, it is to be regarded as a new trial.
  19. If an open trial has not been requested, upon the written request of the accused, an observer acceptable to the Honor Council and to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.
  20. The Secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.
  21. If the accused is acquitted, the minutes and recordings of the meeting shall be kept for at least two weeks and shall be destroyed immediately thereafter, unless the case has been reopened for good cause.
  22. The minutes of any trial may be inspected by the President of the College, the Associate Provost, the Director of Academic Support, or their designated representatives. Others may inspect the minutes in the presence of two or more members of the Council after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes, from and after the notification of the accused by the Director of Academic Support of the penalty imposed, and not before such notification.
  23. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council in the trial of that case. Members may also disqualify themselves or may be disqualified by the Chairperson in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.
  24. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

### **Penalty for a Breach of Honor**

A violation of the Honor Code is normally punished by separation from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. Lesser penalties include a letter of warning and failure in the course (see pp. for definitions of these penalties). If placed on probation as part of the penalty, the student becomes ineligible for election to the Honor Council for the duration of the probationary period.

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendations to the Director of Academic Support.

After reviewing a case, the Director of Academic Support shall notify the accused and the Council of the final verdict and penalty. The Director shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.

In the event the Director of Academic Support feels that the rights of the accused have, in some manner, been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, the Director shall declare a mistrial and so inform the accused and the Council, along with the reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Director of Academic Support feels that the evidence does not justify the findings of the Council, the Director may then set aside these same findings, informing the accused and the Council of the reasons for so doing. The Council shall then have the right to appeal to the President of the College. If the decision



to set aside the findings is sustained, the accused and the Council shall be so informed.

### Public Notice of Action Taken

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the penalty shall be sent to the editor of the *Flat Hat* and to the editor of the *William and Mary News*, along with a request that it be printed in a conspicuous place in those papers, and to the news director of WCWM, with a request that it be included in a news broadcast. The notice shall make no mention of any names.

### Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case and provided, further, that such evidence, in the opinion of the majority of the Council, would likely change the result of the original trial. In such cases either the accuser, the College, or the accused may ask that the case be reopened. If a case is reopened after the expiration of two weeks from its completion be-

fore the Council, it shall be tried anew.

The panel for re-admission hearings will be no fewer than five of those Council members who heard the original trial; if this is not possible, then there should be no fewer than five members, none of whom sat on the original trial.

In the case of a re-opening decision, all those who sit on the Council will have sat on the original case. If a new trial is approved, then all those who sit on the Council will not have sat on the original case.

After a case has been declared a mistrial, the panel that hears the new trial will be new to the case.

### Stale Cases

Any breach of honor alleged to have been committed more than four months before the Honor Council has been informed of the accusation shall be disregarded, unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

### Amendment

Amendment of these procedures requires three-fourths' vote of the Honor Council concurred in by the President.



## **ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES**

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Provost and other administrative officers as described below.

### **A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE**

#### **1. Basic Policy**

The President has empowered the Provost, Dean of Graduate Studies of Arts and Sciences, and the Deans of the Schools of Education and Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate. Students so disciplined shall have the right to request a hearing before a discipline committee. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

#### **2. Composition of a Discipline Committee**

A discipline committee shall be appointed by the Provost in each instance in which a case arises. A discipline committee shall consist of the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, as chairperson (who shall not vote in the proceedings); three members of the faculty of the department or school in which the student is pursuing his/her major work; and three graduate students who have been admitted to a degree program under the faculty or school, selected from at least five nominees presented by the graduate student association of that faculty or school. The faculty members of the committee shall not include a faculty member who is pressing charges against the student. In the case of a student in Arts and Sciences, one faculty member and one student member shall be from the same department as the student accused. The Dean shall direct the questioning at the hearing but shall have no vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

#### **3. Procedure**

A student who has been accused of misconduct shall be given a written statement of the charge and written notification of the composition of the committee appointed to hear the case at least five days in advance of the hearing. The student may submit a written statement to the committee in advance of the hearing. The student must present in writing any challenge of bias against any voting member of the committee no later than 48 hours in advance of the hearing. The challenge shall be decided by the Provost.

The accused shall be present at the hearing. In the event that this individual elects to be represented by counsel, he/she must notify the chairperson of the committee in writing no later than 48 hours before the scheduled time of the hearing. A discipline committee shall have the right to counsel of its own choosing; but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he/she is being tried, to question accuser(s), and to cross-examine witnesses appearing against him/her. The accused shall have the right to present witnesses in his/her own defense and to present whatever information or evidence he/she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The accused has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made, and a student whom a discipline committee has found guilty shall have access to the recording of the hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no restraint of confidentiality on the student being tried. A hearing is normally closed; but, upon the request of the accused and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a committee, dated within 24 hours of the conclusion of the hearing. Until so informed, the accused shall be entitled to attend classes and participate in other College



functions, unless a committee believes the presence and participation of the individual would constitute a threat to his/her own safety and welfare or to that of other members of the College community, in which case the individual shall be so informed in writing.

#### **4. Sanctions**

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as appropriate.

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.

c. Disciplinary probation: Continued enrollment but under stated conditions, limiting the student's activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the discipline committee and may result in dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon the individual's readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the committee when the student may apply for readmission. In such instances, the student must first satisfy the committee by his/her

conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

#### **5. Right of Appeal**

Any student found guilty by a discipline committee shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his or her authority in such instances to the Provost. Such an appeal must be presented to the President, or his/her designee, through the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or Marine Science, as appropriate, within five calendar days of official notification to the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

#### **B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION**

##### **1. Title**

These rules shall comprise the Code of Conduct for Graduate Students of the School of Business Administration, College of William and Mary.

##### **2. General Conditions Regarding Imposition of Disciplinary Sanctions**

a. No disciplinary sanction may be imposed upon any student without written notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision. An institutional rule includes any rule of the School of Business Administration.

### 3. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as appropriate.

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.

c. Disciplinary probation: Continued enrollment but under stated conditions, limiting the student's activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon the individual's readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate

in classes or any College-sponsored or College-related activities.

### 4. Proscribed Conduct

Violation of College policies, other than infractions covered by the Honor Code, shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

### 5. Disciplinary Board

The Disciplinary Board of the School of Business Administration shall consist of the Associate Dean for Graduate Studies as chair, who shall not vote in the proceedings; two of the School's faculty members, appointed for one-year terms by the Dean of the School of Business Administration; and two students in the M.B.A. degree program, at least one of whom shall be a full-time student, appointed by the Dean of the School from at least four nominees presented by the M.B.A. Student Association. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

### 6. Initiating the Case

a. Any academic or administrative official, faculty member, or student may file a charge in writing with the Dean of the School of Business Administration against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

### 7. The Hearing

a. After receiving copies of the charge from the Dean of the School of Business Administration, the Disciplinary Board shall inform the accused student that he/she shall respond to such charge within three school days. A

time shall be set for a hearing which shall be not less than two nor more than five school days after the student's response, or after the expiration of the period allowed for such response should there be none.

b. A separate hearing shall be granted upon request of the accused party or parties involved. In a hearing involving more than one student, severance shall be allowed upon request.

c. Accused students shall have the right to be assisted by counsel or an advisor of their own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses, subject to the right of cross-examination. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record shall be made available to the accused student in order to aid in the preparation of an appeal, should there be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the School of Business Administration, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

## **8. Appeal**

a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Business Administration within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining

whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision or may accept it subject to the reduction of the sanction imposed, may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes while the appeal is pending.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

## **C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW**

### **1. Title**

These rules shall be known as the Code of Conduct of the Marshall-Wythe School of Law, College of William and Mary, hereinafter called the "institution."

### **2. Conditions to Imposition of Disciplinary Sanctions, in General**

a. No disciplinary sanction may be imposed upon any student without notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision.

### **3. Sanctions**

The following sanctions and no others may be imposed upon students:

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has



been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.

c. **Disciplinary probation:** Continued enrollment but under stated conditions, limiting the student's activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in dismissal from the College.

d. **Suspension:** An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon the individual's readmission.

e. **Required withdrawal with eligibility to apply for readmission:** An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.



f. **Dismissal:** Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

#### **4. Proscribed Conduct**

Except for such forms of dishonesty which lie within the exclusive jurisdiction of the Judicial Council of the institution and the Honor Code of the College of William and Mary, violation of College policies shall be subject to disciplinary action and upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

#### **5. Disciplinary Board**

The Disciplinary Board of the institution shall consist of two faculty members, appointed for one-year terms by the Dean of the institution, and two law students, namely the incumbent President of the Student Bar Association and the incumbent Chief Justice of the Judicial Council. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

#### **6. Initiating the Case**

a. Any academic or administrative official, faculty member, or student may file a charge, in writing, with the Dean of the institution against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. When such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

#### **7. The Hearing**

a. After receiving copies of the charge from the Dean of the institution, the Disciplinary



Board shall inform the accused student that he/she shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five or more than ten school days after the student's response, or after the expiration of the period allowed for such response should there be none.

b. The hearing shall be private if requested by the accused student. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an advisor of his/her own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses on both sides of the case, subject to the right of cross-examination of the other side. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record should be made available to the accused student in order to aid him/her in the preparation of an appeal, should there be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the institution, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

## 8. Appeal

a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Law within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining

whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes during the pendency of an appeal.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

## THE HONOR CODE (Graduate Students)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the *sine qua non* of scholarship. It is assured that, to students embarking upon professional academic study, the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies separately administers the Honor Code for its own members. Among graduate student bodies, differences in professional requirements and organization occasion variations in procedure, which are described below, but all conform to the principles established in the "Statement of Rights and Responsibilities."

## A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

The Graduate Student Association of Arts and Sciences, the Graduate Student Association of Marine Science, and the School of Education Graduate Student Association shall each appoint an Honor Council from among their members, at the beginning of every fall semester, to serve for one year. The number of members and the manner of selection shall be prescribed by each association's bylaws. The appointment authority shall designate

one Council member as chairperson; and the president of each association shall report the names of the members chosen to the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education, as is appropriate.

Allegations of honor violations shall be reported to the Chairperson of the appropriate Honor Council, who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a discipline committee, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is "guilty," may recommend penalties ranging from reprimand to dismissal to the Dean of Graduate Studies of Arts and Sciences or to the Dean of the School of Education or of Marine Science, as is appropriate. The accused shall have the right of appeal as prescribed in the foregoing section on a discipline committee.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that the complaint is properly heard, and to be informed by the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as appropriate, of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

## **Infractions of the Honor Code**

Infractions of the Honor Code are defined as follows:

**1. Cheating.** Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

*Plagiarism* is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute *prima facie* evidence of this intent.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he/she may take into consideration such lack of scholarly standards when assigning a grade for the course.

**2. Stealing in Academically Related Matters.** Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative to the open-stack system is a closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation makes the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

**3. Lying.** Lying is the intentional statement of an untruth made with deliberate intent

to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with his/her case and determining the penalty.

*Forgery* is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before an Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

#### **Amendment**

The Honor Code for graduate students under the Faculty of Arts and Sciences, the School of Education, and the School of Marine Science may be amended upon the recommendation of the appropriate graduate student association, with the concurrence of the President of the College, upon the advice of the Graduate Dean of Arts and Sciences or the Dean of the school involved.

### **CONSTITUTIONAL PROVISIONS REGARDING SELECTION OF AN HONOR COUNCIL**

#### **1. Bylaws of the Graduate Student Associations for Arts and Sciences and for Marine Science Regarding Selection of an Honor Council**

The Council of the Graduate Student Association for Arts and Sciences and the Council of the Graduate Student Association for Marine Science, in September of each year, shall each appoint five of its members to serve as its Honor Council, designating from among them a Chair and a Vice Chair, and shall appoint two of its members in addition to serve as alternates for its Honor Council. The Presidents of the Graduate Student Associations shall inform the Dean of Graduate Studies of Arts and Sciences or the Dean for

the School of Marine Science, as appropriate, of the names and addresses of the persons appointed.

#### **2. Article X of the Constitution of the School of Education Graduate Student Association Relating to the Appointment of an Honor Council**

##### **Honor Council**

The President of the School of Education Graduate Student Association shall be the Chair of the School of Education Honor Council. The Chair shall appoint four additional members to the Honor Council when an infraction has been referred to the Council for action. If possible, at least one member shall be appointed from each program in the School of Education.

##### **Reporting of Honor Violations**

Suspected Honor Code infractions may be reported to the Dean of the School of Education or the Chairman of its Honor Council.

#### **B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION**

The graduate student body of the School of Business Administration shall elect an Honor Council from its members, at the beginning of every Spring semester, to serve for one year. The Council members shall be six in number, five regular members and one alternate. The members shall select one of their regular members to serve as Chairperson. The Chairperson shall report the names of the members chosen for the Council to the Associate Dean for Graduate Studies of the School of Business Administration.

Allegations of honor violations shall be reported to the Chairperson of the Honor Council, who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a disciplinary board, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Associate Dean for Graduate Studies of the School of Business Administration. The accused shall have the right to appeal as prescribed in the



foregoing section on a disciplinary board.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that the complaint is properly heard, and to be informed by the Associate Dean for Graduate Studies of the School of Business Administration of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Copies of the Honor Code of the School of Business Administration are distributed to all students at the beginning of their first semester of study. Additional copies are available through the Offices of the Dean and the Master of Business Administration Association.

#### **Infractions of the Honor Code**

Refer to statement in preceding section, pp. 127, 128.

#### **Amendment**

The Honor Code for graduate students in the School of Business Administration may be amended upon the recommendation of the Master of Business Administration Association, with the concurrence of the President of the College, upon the advice of the Dean of the School of Business Administration.

#### **C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW**

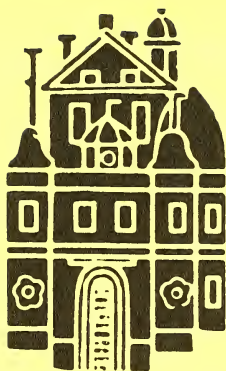
The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and Bylaws.

Copies of the Honor Code of the Marshall-Wythe School of Law are distributed to all students in the Law School during orientation. Additional copies are available from the Offices of the Dean and the Student Bar Association.









## OFFICE OF RESIDENCE LIFE

### Student Housing Agreement 1989-90

The Office of Residence Life has overall responsibility for management of the residence halls. This includes the hiring, supervision and training of professional and student staff, housekeeping, maintenance, management of the budget, and student services. Questions concerning residence life should be directed to a member of the ORL staff, or this office, which is open 8 a.m. - 5 p.m. Monday through Friday. Before signing a contract card students should familiarize themselves with this Housing Agreement.

### CONTRACT PROVISIONS

#### 1. Contract Periods

This is a legally binding contract and is specific to the room indicated on the Residence Hall contract card. Prior to occupancy, a contract card must be signed and dated as evidence of acceptance of the terms, conditions, and regulations which are stated in this Agreement. Failure to pick up a key does not release the student from this Agreement. Space will be held only until the end of the first day of classes, unless prior written notification of late arrival is received by the Office of Residence Life. The terms of this agreement are for one academic year, from the date of occupancy (or from the time keys are issued) until 12 noon on the day following Commencement in May and cannot be broken midyear. In the event of graduation, withdrawal from the College, or a resident being discharged from the hall, this Agreement is terminated im-

mediately and, after the expiration of 48 hours, the College will be entitled to immediate possession of these premises. The residence halls are not open for occupancy during the Semester Break (with the exception of graduate and family housing). Students who wish to stay on campus for the Thanksgiving break must make special arrangements with the Office of Residence Life.

#### 2. Residence Requirements

- a. Only registered and currently enrolled William and Mary students are eligible to reside in College housing.
- b. All freshman students, except those who commute daily within a 30 mile radius from the homes of their parents or legal guardians, are required to live in college housing. Freshman status for the purpose of this policy is defined as residence in college housing for less than two semesters. All other students may choose to live off campus. Unclassified students and those carrying a part-time program of studies are not normally eligible for accommodations in college housing except on a space available basis.
- c. The movement of a freshman student assigned to a freshman residence hall to an upperclass residence hall or off-campus is not permitted except under seriously extenuating circumstances.
- d. Violation of these requirements will be punishable by penalties ranging from a warning to dismissal and may include the loss of eligibility to reside in College housing.

#### 3. Deposits, Fees, Charges and Refunds

##### a. Room Reservation Deposit

To request a room in a College residence, a currently enrolled student must pay a \$100 deposit by the advertised deadline date and sign a contract with the College at the time of assignment to a room. This \$100 Room Reservation Deposit serves as the student's indication that he/she wishes to reside in College housing. It is NON-REFUNDABLE except in the event the resident is suspended, required to withdraw, expelled, academically dropped, selected to participate in an approved overseas



study program, unable to enroll due to illness, or eliminated from the lottery process (only if both parties request a refund in order to move off campus together). In either case these refunds will only be approved up until 5 p.m. the evening prior to the first day of the Room Selection Process. Upon occupancy of the assigned accommodation, the Room Reservation Deposit will be credited toward the total room rent due to the College.

**b. Room Damage Deposit and Damage/Loss Charges**

As a condition of room occupancy all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 30 days of termination of this Agreement, if and when the resident will not be residing in a College residence hall during the subsequent semester. Damage claims upon final departure will be deducted from the \$75 deposit. Damage charges during occupancy will be billed directly to the resident. All bills must be paid by their due date except when a letter of appeal has been filed with the Associate Director of Residence Life according to the procedures set forth in Section 6b. "Damages".

Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Agreement and may result in (a) ineligibility for participation in the room selection process or special interest housing membership, (b) ineligibility for official check-in procedures, i.e., obtaining key/card key, and (c) withholding of registration materials/transcripts.

**c. Room Rent and Adjustments**

The resident agrees to pay the College in advance, on a semester basis, the rent established for the room which is assigned. The initial rate for assigned space at which the resident is billed for the assigned space (except for clerical error) is guaranteed

for the entire academic session unless the occupancy level of the room changes or the resident changes to another room and the rate for the new room is different, then a refund or additional payment will be required. After October 30 (Fall) or after March 12 (Spring), room rate adjustments are not made.

If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Office of Residence Life reserves the right to fill the vacancy. If spaces are not needed at the time, the resident may choose to continue to live in the room at an increased rate for the balance of the semester and be assured that the College will not assign someone to that space. A "double as single" rate shall be charged equal to cost of the current rate plus the prorated amount of one half the cost of the remaining half of the room.

The resident is not permitted to transfer or sublet his/her assigned premises.

**d. Refunds**

If the resident withdraws from College during the course of the semester, refunds of the room rent shall be granted in accordance with the provisions explained in the current edition of the College Catalog. No refunds shall be given to persons who are required to withdraw by the College because of a failure to meet obligations under the Housing Agreement or for other reasons, who withdraw after the first 60 days of the semester, who are discharged from residence, or who, while remaining enrolled at the College, move out of the residence hall.

**4. Changing Rooms/Withdrawal**

**a. Changing Rooms**

Requests to change rooms or roommates must be approved by the Area Director or Assistant Director of Residence Life. The resident may not move his/her residence from one room to another without prior writ-

ten consent from the Office of Residence Life. Violation of this requirement shall result in a \$25 charge and obligation to move back into the original assignment and is a violation of this Agreement punishable by College judicial action and/or termination of the Housing Agreement. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester.

**b. Withdrawal**

Should the resident withdraw or be separated from the College or its residence halls for any reason, the resident will vacate the residence hall and return keys within 48 hours. Exceptions to this provision may be authorized for good cause by the Assistant Director of Residence Life. Exceptions will normally be granted in the event that the resident has an appeal pending before the proper authorities, the outcome of which could affect eligibility for residence.

**5. Facilities**

The College will provide accommodations in a structurally sound and habitable condition, subject to normal wear and tear, and will provide routine maintenance of that space, its furnishings and fixtures. While the College will be responsible for the routine maintenance and housekeeping of all public area spaces, it is expressly understood that upon occupancy the resident is responsible for the daily care and cleaning of the assigned space in which he or she resides and for reporting maintenance problems. The College will provide electrical power, heat and water and maintain these utilities under controllable conditions.

**6. Room Inspections, Damages and Repairs**

**a. Room Condition Reports/Inspections**

All residents must inspect their rooms at the time of occupancy and record in detail any damages and/or deficiencies that exist in the room on the Room Condition Report (R.C.R.) supplied by the Office of Residence

Life. The resident is responsible for thoroughly checking the room and verifying that all damages and/or deficiencies are documented. The resident's signature on the R.C.R. implies that the conditions recorded at check-in are accurate. A final inspection will be made by a Residence Life staff member, after final departure by the resident, to determine any additional damage done to the room since the initial completion of the R.C.R.

**b. Damages**

The resident (and roommate(s) where assigned) is responsible for damages to his/her room, damage and/or loss to the furnishings and fixtures which the College places therein. Likewise, the resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for appropriate repairs or replacement (except normal wear and tear), unless the identity of others responsible for the damage or loss is known. This responsibility extends throughout the designated contract period regardless of the resident's date of checkout at the end of the year. For this reason, students should assure that all windows and doors to the room are locked and secured before their final departure at checkout. It is also understood that the resident is responsible for any damage or loss which he/she may cause to the common areas of the residence halls and their furnishings including vending machines and other equipment placed in the residence halls as a convenience to the residents.

Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If one or more roommates assume responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by the responsible party must be submitted to the Area Director indicating who specifically should be charged. Charges will not be assessed to one roommate based on one roommate's claiming another responsible.



The resident agrees to pay a prorated share of the College's cost to repair and maintain common areas which, other than ordinary wear and tear, are needed, unless the identity of others responsible for the damage or loss is known. Common areas include corridors, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, public baths, and lounges. When damage occurs the student(s) will be billed directly for the repairs.

Damages may also result in College judicial action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in College residence halls.

In the event the resident wishes to contest the charges for damages, the following procedure is prescribed:

1. Contact in writing the Area Director for the building in which the alleged damage occurred.
2. If the matter is still unresolved, contact in writing the Associate Director of Residence Life to initiate the appeals process.
3. Appeals will be heard by the Student Association Council (SAC) Appeals Board consisting of three representatives from the SAC (one of whom shall serve as the chairperson) and the Associate Director of Residence Life.
4. The Appeals Board's decision may be appealed in writing to the Director of Academic Support.
5. Charges must be appealed in writing within thirty days of the date of the bill. Bills received during the summer must be appealed in writing before validation in the Fall.

#### c. Repairs

Requests for repairs should be filed by the resident on a Work Order Request form and given to a Residence Life staff member. If the repair is not made within a reasonable amount of time, a second Work Request should be submitted by the resident. If the repair is still not made, the Area Director should be notified of the situation and given the opportunity to

resolve the problem. Because of the age and diversity of facilities, some delays occur. If after a reasonable amount of time, the repair is not made or sufficient reason for the delay provided, the resident may appeal to the Associate Director for a rent rebate or other solution. Rebates are granted only in cases where the resident has proven the College to be negligent or unresponsive in the solution of the problem. The decision of the Associate Director concerning the rebate may be appealed to the SAC Appeals Board, who makes the final decision on the matter.

#### 7. Painting Rooms

Student rooms are painted on a rotating schedule administered by the Office of Residence Life. Those students who choose to paint their rooms may obtain paint from the College by completing the appropriate form, available in the Office of Residence Life. Only approved colors of paint will be provided. Failure to follow these procedures may result in charges to repaint the room.

#### 8. Furnishings in Student Rooms

Each room is provided with one bed, springs, mattress, chest, desk, and chair per student. Other furnishings will vary according to the individual residence hall. College furniture may *not* be removed from a resident's room.

#### 9. Keys and Card Keys

Each resident will receive a room key and either a card key, front door key or the combination to their front door lock. Residents will initial their RCR indicating that they have obtained their key, card key, or combination. Residents who withdraw, change rooms, or otherwise leave College housing must return their keys to the Area Director within 48 hours. At final check-out keys must be received by the Area Director by 12:00 noon on the day following Commencement. If a key or card key is lost or not returned according to the above deadlines, a \$10 charge will be assessed. Unauthorized copies of keys will not be accepted.

#### 10. Locks

Residents may not change or add locks

(including chain locks, deadbolts, etc.).

#### 11. Safety and Security

An electronic card key or other security system is employed in the residence halls for the protection of the residents. While College is in session, all the residence halls should be secured to include these hours: Sunday through Saturday, 9:00 p.m. to 7:00 a.m.

Individual residence halls may be locked at earlier hours and unlocked at later times if the Residence Hall Council decides.

For reasons of safety, the roofs (except for specifically designated sun decks of DuPont, Hughes and Munford) porches and window ledges, and mechanical equipment rooms of all College buildings are restricted areas, and they may not be entered.

Residents are responsible for their personal security and that of their belongings within College facilities. With this in mind, doors should be kept locked when the residents are out or asleep. College policy prohibits staff members from unlocking room doors for anyone other than the occupant(s) (except in those cases outlined in the "Statement of Rights and Responsibilities" included in the *Student Handbook*). Individuals observed in the hall who are not residents or guests should be reported immediately to a Residence Life staff member or Campus Police.

#### 12. Storage

The College will not store College furnishings outside the resident's room. Personal belongings in metal containers may be stored in selected storage areas of the residence halls only during the academic year. All personal belongings must be removed from these storage areas at the end of the regular academic school year. The College will discard or auction items not removed from these areas.

Summer storage is very limited and restricted to the following areas: Landrum Attic, Munford Basement, Dupont Basement, and the Bryan Hall Attic. Be-

cause of fire regulations prohibiting storage in cardboard and wood boxes, all stored items must be in trunks or locked metal containers labelled with name, residence hall address and date. Refrigerators, bicycles, and lofts may be stored, but lofts must be disassembled and securely bundled. Access to items stored over the summer may not be gained until the official opening of the residence halls in the fall. Absolutely no carpets, rugs, sofas, chairs (or any other furniture items) may be stored.

Note: Storage is at your own risk. The College is not responsible for theft or damage.

#### 13. Lofts

Residents may construct lofts in their rooms. Lofts must meet the guidelines listed in the Loft Information Sheet. The College assumes no responsibility for injuries related to student constructed lofts; therefore, residents are urged to be careful in the design and construction of lofts. Full room lofts are prohibited.

#### 14. Electrical Appliances

##### a. Cooking appliances

Toaster ovens, electric fry pans, hot plates, and all appliances with open heating elements are prohibited in student rooms. Coffee pots, hot pots, and popcorn poppers and microwaves are permissible.

##### b. Refrigerators

Only refrigerators which meet the following specifications will be permitted in student rooms:

1. Maximum capacity of 5.8 cubic feet.
2. Maximum amperage of 1.6 amperes.
3. Underwriters Laboratory (UL) or equivalent certification label.

Each student who has a refrigerator is urged to be careful in its operation. Reasonable care of the cleanliness of the unit, including defrosting, should occur as well as periodic checks on the wiring to insure safe operation. All room refrigerators must be defrosted and unplugged over the Semester Break.

##### c. Air conditioners

Air conditioners are not permitted

unless a medical exemption is provided by the Student Health Center to the Office of Residence Life prior to installation. Room units must be wired for 110-120 volts and should not exceed 5,000 BTUs. This approval must be updated yearly. Students should have their physician send such requests directly to the Student Health Center. Failure to remove unapproved units may result in College judicial action. Air conditioners are not permitted in the first floor rooms of Sorority and Galt Houses due to the presence of security screens.

**15. Central Air-Conditioning**

Room rates are not based on the presence of air-conditioning. To help maintain low utility costs, all central air-conditioning in the residence halls will be turned off no later than October 15 and will not be turned on until April 15 (at the earliest).

**16. Fire Safety**

Fire safety equipment in the residence halls is in compliance with Virginia State fire codes and should be used only for the purposes intended. Residents and guests should not tamper with fire extinguishers, smoke detectors, fire alarm horns, pull stations or other fire equipment. Violation of this regulation is a serious offense which may result in the resident being removed from the residence hall and denied future on campus housing and/or other College judicial action.

Failure to evacuate during a fire drill or returning to the building before the authorities approve re-entry also constitute violations of fire safety regulations.

For reasons of safety and energy efficiency residents should assure that there is six inches of clearance in front of all heating units, and should not overload electrical outlets.

**17. Open Flames**

Open flames (from candles, oil lamps, etc.) are prohibited in all residence halls. Residents may make use of working fireplaces.

**18. Fireworks, Firearms, and Weapons**  
Firearms, weapons, fireworks and explosives are not permitted in the residence halls.

**19. Animals**

To preserve the health and safety of the residents, animals (mammals, reptiles, etc.) are not permitted in the residence halls or otherwise on the College premises. Fish in bowls or aquariums (no larger than 20 gallons) are permissible.

**20. Water Beds**

Water beds are prohibited in student rooms.

**21. Solicitation and Posting Requirements**

Residents may not solicit or operate a business from their room or anywhere else in the residence halls without prior written approval from the Associate Dean of Student Affairs. Posters, flyers, etc. may only be posted on bulletin boards and must meet the requirements stated in the *Student Handbook*.

**22. Laundry and Linen Service**

The College does not provide laundry or linen service to its residents. Students may rent linens from a College contracted agency that services the campus weekly (except in the summer). Most of the residence halls are equipped with coin operated washers and dryers.

**23. Exterminating Services**

Residents must take care in keeping their own rooms clean so as to prevent insect infestation. The College is under contract with an exterminator to respond to specific insect and pest problems. This service must be requested through the Residence Life staff.

**24. Motorcycles and Bicycles**

Motorcycles and other motorized vehicles are not permitted in the residence halls. Bicycles are permitted only in designated bike storage areas or in student rooms but not in hallways, stairways, lounges, kitchens, bathrooms, etc. The College reserves the right to remove vehicles in violation of this provision and will not be held liable for damage to the vehicle or the device used to secure it. Impounded vehicles may be recovered through the Campus Police of-



fice. Residents will be assessed charges for removal and will be subject to College judicial action.

#### 25. Alcoholic Beverages

In accordance with Virginia state law, students under 21 years of age may not possess or consume alcoholic beverages. Students 21 years of age or older may possess and consume alcoholic beverages in the privacy of their own rooms or at functions which have been registered according to the "Scheduling Request for Events Where Alcoholic Beverages Will Be Present/or Served." Violators will face College judicial action.

#### 26. Insurance

State law requires that the College not be held liable for any loss or damage to property resulting from fire, theft, casualty, or any cause, or for personal injury occurring within the leased premises. **IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.**

#### 27. Guests

Guests are expected to abide by all College and residence hall rules and regulations. The resident is responsible for the behavior of his/her guests, including restitution for damage to College facilities. Overnight guests may stay with the resident with the consent of the roommate(s). Extended visits are not permitted.

#### 28. Searches

A resident's room or possessions on campus will not be searched by College authorities, unless there is reasonable cause to believe that a resident is using his/her room for purpose in violation of Federal, State or local law or of College regulation, and unless a certificate authorizing the search has been issued and signed by the Dean of Student Affairs. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought, and the name(s) of the person(s) authorized to conduct the search.

Also, official police agencies have the

authority to conduct searches or to make seizures or arrests when acting in accordance with the provisions of the Code of Virginia.

#### 29. Inspections

It is expressly understood that authorized personnel may enter the room periodically for the purpose of assuring fire protection, safety, sanitation or proper maintenance and use of the College's furnishings, fixtures, and facilities. Any such inspections, except in the case of emergencies, shall be announced in advance. The resident's absence will not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs by filing a Work Order Request, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs requested. In order to secure the buildings, Residence Life staff will enter and check all individual rooms during the Thanksgiving and semester breaks.

### COLLEGE REGULATIONS

The resident will abide by the regulations of the College and those established by the Residence Hall Council of the building in which he/she resides.

The Dean of Student Affairs, Associate Dean of Student Affairs, Director of Academic Support, Director of Residence Life, Associate Directors of Residence Life, Assistant Director of Residence Life, and the staff of residence halls (Area Directors, Head Residents, and Resident Assistants) are responsible for enforcing regulations as outlined in the current edition of the *Student Handbook*. Violation of these regulations will result in penalties ranging from a reprimand to dismissal unless otherwise specified.

It is expressly understood that violation of the terms of this Housing Agreement by the resident may result in penalties ranging from warning to the resident's being discharged from the College's residence halls. The College is under no obligation to house a resident whose Agreement has been previously terminated due to a failure to abide by the conditions of this Agreement.



Where appropriate to assure the personal safety of the resident(s) with proper notification and adherence to the College judicial process, the College reserves the right to remove a student from his/her residence hall.

In addition, the College may exclude a student from the residence hall to protect the public health or the health of the student under the policy and procedure outlined in the *Student Handbook*.

#### EXCLUSIONS

If for any reason occasioned by fire, strike, earthquake, accident, flood, riot, emergency, or act of God, the College is un-

able to provide adequate housing, either party will have the right to cancel this Agreement with no liability to the resident or to the College, except for contracted commitments due prior to the date of cancellation. Should the College find it necessary to invoke this cancellation provision, the Office of Residence Life will attempt to identify and provide alternate housing for each student whose Housing Agreement is terminated. A refund of the room rent will be made (in accordance with the schedule printed in the College Catalog), if the student chooses not to accept the alternate housing offered by the College or if the College is unable to offer alternate housing.



## **SELF-DETERMINATION**

### **1. PRINCIPLES OF SELF-DETERMINATION**

The College's dedication to liberal education is reflected in its policy of residence life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each unit, under the guidance of the Residence Life staff, develop guidelines and procedures of governance for living which will allow for both individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts the use of public areas, the assurance of a reasonable level of safety and security, and the regulation of visitation of guests.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the College policy, public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement and the educational goals of the College must always be ensured by the guidelines.

Each resident shall have freedom of movement in or out of his/her residence hall at all times.

Each visitor to a residence hall must be a welcomed guest of a resident of that hall. Residents are responsible for the behavior of any guest(s) visiting. Visitation must not interfere with the privacy and freedom of roommates and hall residents.

Each student has the right to counsel with a member of the Dean of Student Affairs staff concerning problems arising from self-determination. The staff of the Dean of Student Affairs has the right to intervene to ensure that the rights of all students are respected.

## **2. FUNCTIONS OF RESIDENCE HALL COUNCILS**

### **a. Composition and Organization of Council**

After the first week of classes, but no later than the end of the third week of the academic session, each residence hall or complex shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the hall or complex.

The offices of the Residence Hall Council shall be determined by the council and the officers' duties designated by the same. A combination of the following offices is suggested as a means of developing an effective Hall Council: President, or Chair, who also serves as the Hall Council Representative to the campus-wide Presidents Council; Vice President; Secretary; Programming Chairperson; and Floor/Unit Representative. The Head Resident for the residence shall serve as advisor to the Council. Following election of all members, each Residence Hall Council shall decide such issues as the following:

- how frequently meetings will be held;
- meeting attendance policy;
- what constitutes quorum;
- what voting percentage is required to pass resolutions;
- how to handle replacement of officers or representatives who resign.

Any member of the Residence Hall Council shall be subject to recall proceedings when the Council has received a petition signed by 30% of the residents. A majority vote of the residents is required for recall of a Council member, and the election to determine the status of the member must be held within ten days of the receipt of the petition.

### **b. Programming Function of the Council**

The Residence Hall Council has the responsibility for organizing social and educational activities for the residence hall community according to the needs and interests of the residents. The

Council has the right to appoint the committees necessary to this function and the right to establish dues, organize fund-raising activities, and receive contributions as a means of support for its programs.

### **c. Governance Function of the Council**

1.) Exercising the principle of self-termination, the Residence Hall Council has the responsibility to determine rules and regulations governing common areas, both those rules for residents and the policies for allowing outside groups to use residence hall space. The Council also has the responsibility to outline clearly consequences for failure to abide by established rules and regulations. Until the elected Residence Hall Council is functioning at the beginning of the Fall semester, guidelines developed during the preceding academic year will be in effect. The Residence Life staff will be responsible for making these policies known.

a.) No rule or regulation may be established which is inconsistent with or contrary to the rules, regulations and policies of the College. Rules may be established that are more stringent than the general provisions of the College; e.g., individual residence halls may elect to close their residences at an earlier hour than required by the security provision noted in the Residence Hall Agreement and to reopen them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.

b.) All rules and regulations established by the Residence Hall Council must be approved by a majority vote of the Council.

c.) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by ten percent of the residents of the unit. The Residence Hall Council must hold a referendum for the residents within ten days of its re-

ceipt of the petition.

d.) All rules and regulations established by the Residence Hall Council will be reviewed by the Residence Life staff. Copies of all rules shall be posted in the residence hall and also be on file in the Office of Residence Life.

2.) Within the first three weeks of the Fall semester, the Resident Assistant shall assist each living unit (floor, wing, house, etc.) within a residence area in the development of a Unit Agreement outlining guidelines for community living and consequences for failure to follow established guidelines. Unit Agreements should cover areas such as quiet hours, visitation regulations, use of unit lounge space, smoking regulations, and mutual expectations of unit residents. All residents of a living unit must participate in the development of the Unit Agreement and sign the completed agreement. A copy of each Unit Agreement shall be posted in the living unit, and a copy kept on file in the Office of Residence Life as well.

a.) The Unit Agreement may be amended at any time. Any resident of a living unit may call a unit meeting to discuss modification of the Unit Agreement.

b.) In the event that conditions outlined in Unit Agreements within a residence appear to be in conflict, the Residence Hall Council shall serve as mediator. Representatives of the units in conflict shall bring their grievances to the Hall Council for resolution by the voting members of the Council.

3.) The Residence Hall Council has the responsibility to investigate damages to common property, furniture and fixtures, to determine culpability, to assess charges to the responsible parties, and to collect from residents or designate Council funds for repair or replacement of damaged property. The Residence Hall Council has the authority to levy charges against users of area property, equipment or furnishings for damage to or misuse of same.



**d. Recommendation of Physical Improvements**

The Residence Hall Council has the responsibility to represent the residents of the unit in matters which pertain to needed and desired physical improvements in the residence. The Council

may designate funds for the purchase and/or refurbishing of furniture, recreational equipment, and other items based on residents' needs and interests. The Residence Hall Council has the authority to establish policies regulating the use of such furniture and equipment.





Fall Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 - 9:00						
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						
5:00 - 6:00						
6:00 - 7:00						
7:00 - 10:00						

Spring Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 - 9:00						
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						
5:00 - 6:00						
6:00 - 7:00						
7:00 - 10:00						

Summer Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 - 9:00						
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						
5:00 - 6:00						
6:00 - 7:00						
7:00 - 10:00						

The examination schedule is subject to change; students should consult the *Registration Schedule* for verification.

Final examinations will be held at the times designated on the schedule below except for those provided for in the last paragraph. Block examinations are scheduled for some language and math courses, Biology 101, Business 201 and 202, and Business 341.

	<b>First Period 9:00-12:00</b>	<b>Second Period 2:00-5:00</b>
December 12 Tuesday	8:00 MWF	2:00-3:30 TT
December 13 Wednesday	9:00 MWF	10:00 MWF
December 14 Thursday	12:30-2:00 TT	Chinese 101, 201    French 101, 201 German 101, 201    Italian 101, 201 Japanese 101, 201    Portuguese 101 Russian 101, 201    Spanish 101, 201
December 15 Friday	11:00-12:30 TT	9:30-11:00 TT
December 18 Monday	Bus 201, 202 Bio 101	11:00 MWF
December 19 Tuesday	2:00 MWF 4:30-6:00 MW	8:00-9:30 TT
December 20 Wednesday	Math 106, 108, 111, 112, 211, 212 Bus 341	1:00 MWF 3:30-5:00 TT
December 21 Thursday	3:00 MWF 3:00-4:30 MW	12:00 MWF

*The School of Business Administration will make arrangements to give make up exams to students who have exam conflicts.*

No changes in this schedule will be permitted individual students, except where examination conflicts occur, or where a student has three scheduled examinations in three consecutive examination periods on consecutive days. Such cases should be discovered as early as possible and proper arrangements made to resolve them by December 8, 1989, 5:00 PM. Requests for rescheduling in these cases must be made on forms available in the Office of the Dean of the Faculty of Arts and Sciences and must be approved by the Dean before they become effective.

Students taking a course in which there are two sections taught by the same professor with different final examination periods have the option of taking the exam in either period (with the consent of the instructor). Requests for taking an exam with a different section may be made on forms available in the Office of the Dean of the Faculty of Arts and Sciences. It is the student's responsibility to get consent from the instructor four weeks prior to the end of classes.

The Office of the Director of Academic Support handles requests from student unable to take their examinations at the time scheduled on account of illness or other sufficient reasons.

Classes meeting at periods for which provision is not made on this schedule should arrange examination periods to suit the convenience of the instructor and the students. Such special arrangements including the room to be reserved for the examination must be reported in writing to the Office of the Dean of the Faculty of Arts and Sciences.



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